

WEST VANCOUVER GIRLS' SOFTBALL ASSOCIATION

CONSTITUTION

1. The name of the Society is "WEST VANCOUVER GIRLS' SOFTBALL ASSOCIATION", it is also more commonly called the "West Van Girls' Softball Association".
2. The purposes of the Society are:
 - (a) to operate as a non-profit institution for the promoting and encouraging of amateur softball in the Municipality of West Vancouver, in the Province of British Columbia;
 - (b) to establish and operate amateur softball leagues for minor girls in said community;
 - (c) to operate a supervised programme to provide softball recreation and institute and regulate competitions held within said community;
 - (d) to foster and encourage the highest possible standards of sportsmanship, self-discipline, courage and perseverance and to teach respect for players, officials and spectators at all times;
 - (e) to recruit and equip minor softball players and teams; and
 - (f) to raise funds necessary for these objects by membership fees, donation or otherwise.
3. The operations of the Society shall be carried on without purpose of gain for its members or directors, and upon the winding up and dissolution of the Society, the assets of the Society shall not be distributed among the members, and the provisions of this clause are unalterable.

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BYLAWS

Here set forth, in numbered clauses, are the bylaws providing for the matters referred to in Section 6(1) of the Society Act and any other Bylaws.

PART 1 – INTERPRETATION

- 1.1 In these Bylaws, unless the context otherwise requires:
- (a) “**directors**” means the directors of the Society for the time being;
 - (b) “**Membership Fee**” means the annual fee payable by the parent or guardian of the minor girl in the amount prescribed by the directors;
 - (c) “**Society Act**” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it; and
 - (d) “**registered address**” of a member means the member’s address as recorded in the register of members.
- 1.2 The definitions of the Society Act on the date these Bylaws become effective apply to these Bylaws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

PART 2 – MEMBERSHIP

- 2.1 The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these Bylaws and, in either case, have not ceased to be members.

- 2.2 Membership in the Society shall be restricted to:
- (a) a parent or guardian who has enrolled and paid the Membership Fees for his or her minor girl to play softball in a league operated by the Society;
 - (b) such other persons as the directors of the Society may accept into membership from time to time.
- 2.3 A parent or guardian who pays the Membership Fee for his or her minor girl shall automatically be considered a member of the society. Any other person may apply to the directors for membership in the Society and on acceptance by the directors shall be a member.
- 2.4 Every member shall uphold the constitution and comply with these Bylaws.
- 2.5 The amount of the first Membership Fee shall be determined by the directors and after that the Membership Fee shall be determined at the annual general meeting of the Society.
- 2.6 A person shall cease to be a member of the Society:
- (a) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society;
 - (b) on his or her death, or in the case of a corporation, on dissolution;
 - (c) on being expelled;
 - (d) on having been a member not in good standing for 12 consecutive months; or
 - (e) on ceasing to be a person eligible for membership pursuant to Bylaw 2.2 hereof.
- 2.7 A member may be expelled by a special resolution of the members passed at a general meeting.
- 2.8 The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.

- 2.9 The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 2.10 All members are in good standing except a member who has failed to pay his or her current Membership Fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.
- 2.11 The directors of the Society may, upon nomination made by any director, designate any person an honorary life member of the Society in recognition of distinctive service on behalf of the Society for a period of not less than five years. Honorary life members of the Society shall not, as such, be entitled to vote at a general meeting of the Society.

PART 3 – MEETING OF MEMBERS

- 3.1 General meetings of the Society shall be held in accordance with the Society Act at the time and place that the directors decide.
- 3.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.3 The directors may, when they think fit, or as required order the Society Act convene an extraordinary general meeting.
- 3.4 Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
- 3.5 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.6 The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at

least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

4.1 Special business is:

- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
- (b) all business transacted at an annual general meeting, except:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required; and
 - (vii) the other business that, under these Bylaws, 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.

4.2 No business, other than the election of a chair pursuant to Bylaw 4.7 and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

4.3 If at any time during a general meeting 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.

4.4 A quorum shall be three members present or a greater number that the members may determine at a general meeting.

- 4.5 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 4.6 Subject to Bylaw 4.7, the president of the Society, the vice president, or in the absence of both, one of the other directors present, shall preside as chair of a general meeting.
- 4.7 If at a general meeting:
- (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the president and all the other directors present are unwilling to act as chair, the members present shall choose one of their number to be chair.
- 4.8 A general meeting 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.
- 4.9 When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- 4.10 Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 4.11 No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.
- 4.12 In case of an equality of votes, the chair shall not have a casting or second vote in addition to the vote to which the chair may be entitled as a member, and the proposed resolution shall not pass.

- 4.13 A member in good standing present at a meeting of members is entitled to one vote.
- 4.14 Voting is by show of hands or by secret ballot if such is requested by the majority of members present.
- 4.15 Voting by proxy is not permitted.

PART 5 – DIRECTORS AND OFFICERS

- 5.1 The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these Bylaws or by the statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to:
 - (a) all laws affecting the Society;
 - (b) these Bylaws; and
 - (c) rules, not being inconsistent with these Bylaws, which are made from time to time by the Society in general meeting.
- 5.2 No rule, made by the Society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 5.3 The number of directors shall be seven, or a greater or lesser number (but not less than three) determined from time to time at a general meeting.
- 5.4 The directors shall retire from office at each annual general meeting if not elected to continue as a director or when their successors shall be elected.
- 5.5 Separate elections shall be held for each office to be filled.
- 5.6 An election may be by acclamation, otherwise it shall be by ballot.
- 5.7 If no successor is elected the person previously elected or appointed continues to hold office.

- 5.8 The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- 5.9 A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
- 5.10 If a director resigns his or her office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
- 5.11 No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 5.12 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.
- 5.13 No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by such director while engaged in the affairs of the Society.
- 5.14 No person shall be a director who is not a member, in good standing, of the Society.
- 5.15 At a meeting of the members, any member may nominate a member of the Society, who is in good standing, to be a director of the Society, provided that such nominee receives written support from 10% of the members of the Society or present at such meeting.

PART 6 – PROCEEDING OF DIRECTORS

- 6.1 The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit. Persons other than directors are only allowed to attend directors' meetings, upon the invitation of a director.
- 6.2 The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.

- 6.3 The president shall be chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chair; but if neither is present the directors present may choose one of their number to be chair at that meeting.
- 6.4 A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
- 6.5 The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- 6.6 A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- 6.7 A committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
- 6.8 The members of a committee may meet and adjourn as they think proper.
- 6.9 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 6.10 A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex or cable or fax, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:
- (a) no notice of meeting of directors shall be sent to that director; and

- (b) any and all meetings of the directors of the Society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
- 6.11 Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- 6.12 In case of an equality of votes, the chair shall not have a second or casting vote.
- 6.13 No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
- 6.14 A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

PART 7 – DUTIES OF OFFICERS

- 7.1 The president shall preside at all meetings of the Society and of the directors.
- 7.2 The president is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
- 7.3 The president shall fulfill such other duties as the directors may determine from time to time.
- 7.4 The vice-president shall carry out the duties of the president during the president's absence.
- 7.5 The vice-president shall perform such other duties as the directors of the Society may determine from time to time.
- 7.6 The secretary shall:
 - (a) conduct the correspondence of the Society;
 - (b) issue notices of meetings of the Society and directors;

- (c) keep minutes of all meetings of the Society and directors;
 - (d) have custody of all records and documents of the Society except those required to be kept by the treasurer; and
 - (e) have custody of the common seal of the Society.
- 7.7 The register shall maintain the register of members.
- 7.8 The treasurer shall:
- (a) keep the financial records, including books of account, necessary to comply with the Society Act; and
 - (b) render financial statements to the directors, members and others when required.
- 7.9 The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.
- 7.10 When a secretary treasurer holds office the total number of directors shall not be less than three or the greater number that may have been determined pursuant to Bylaw 5.3.
- 7.11 In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
- 7.12 The creation and duty of any additional officers of the Society shall be as determined and prescribed by the directors from time to time.
- 7.13 At the request of an officer, the directors may delegate any or all of the duties of such officer to a member of the Society.

PART 8 – SEAL

- 8.1 The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.

- 8.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

PART 9 – BORROWING

- 9.1 In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
- 9.2 No debenture shall be issued without the sanction of a special resolution.
- 9.3 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART 10 – AUDITOR

- 10.1 This Part applies only where the Society is required or has resolved to have an auditor.
- 10.2 The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
- 10.3 At each annual general meeting the Society shall appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 10.4 An auditor may be removed by ordinary resolution.
- 10.5 An auditor shall be promptly informed in writing of appointment or removal.
- 10.6 No director and no employee of the Society shall be auditor.
- 10.7 The auditor may attend general meetings.

PART 11 – NOTICES TO MEMBERS

- 11.1 A notice may be given to a member, either personally, by mail or through electronic means to the member at the member's registered address.
- 11.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 11.3 Notice of a general meeting shall be given to:
- (a) every member shown on the register of members on the day notice is given; and
 - (b) the auditor, if Part 10 applies.
- 11.4 No other person is entitled to receive a notice of general meeting.

PART 12 – BYLAWS

- 12.1 On being admitted to membership, each member is entitled to and the Society shall give the member upon request by the member, without charge, a copy of the constitution and Bylaws of the Society.
- 12.2 These Bylaws shall not be altered or added to except by special resolution.