



**T.K. SPARKS**

*East Kootenay Volleyball Club*  
*Bylaws*

*2023 East Kootenay Volleyball Club*  
*Cranbrook, BC*  
***Adopted May 24th, 2023***

## **East Kootenay Volleyball Club BYLAWS**

### **1. Article 1 NAME**

- 1.1. *The name of the organization shall be known as the "East Kootenay Volleyball Club" Herein referred to as "EKVC". EKVC was incorporated in the Province of British Columbia under the Societies Act .*

### **2. Article 2 PURPOSE**

- 2.1. *EKVC is a community-based, non-profit organization striving to create meaningful growth and development to its athletes and coaches by building the clubs' capacity to encourage volleyball involvement across the Region.*
- 2.2. *EKVC supports athletes at the U13 to U18 age groups.*
- 2.3. *EKVC is an organization dedicated to inclusivity, commitment, growth and respect. The purpose of this Club is to provide and encourage development opportunities for youth in the sport of volleyball, while at the same time stressing the fundamentals of good citizenship and sportsmanship*

### **3. Article 3 MEMBERSHIP**

- 3.1. *The members of this club shall be subscribers to the bylaws and those persons admitted as members as set down by the Executive.*
- 3.2. *There shall be three (3) classes of members in this club:*
  - 3.2.1. *Active member – any individual of the club, designated as a player or a coach, assistant coaches, manager, officials, committee members or administrators that has registered with the club, and who has agreed to abide by the organizations bylaws, policies, procedures and rules and regulations. The athlete may be represented by one parent or guardian.*
  - 3.2.2. *Committee Member – A volunteer that coordinates any of the programs or supports, works with or as a committee member who has agreed to abide by the organization's bylaws, policies, procedures and rules and regulations in the current year.*
  - 3.2.3. *Executive Member – One who has been an active member for a minimum of one year and has been elected by the current executive to serve in one of the executive positions.*
- 3.3. *No Gain for Members- the organization will be carried on without the purpose of gain for its members and any profits or other accreditations to the organization will be used in promoting its objectives.*
- 3.4. *Any member may withdraw from the club at any time by discontinuing activities. One who discontinues their activities with the club will no longer be considered a member. The Executive and/or related committees will determine if funds are to be returned to the member.*
- 3.5. *Good Standing – Any member who has paid their dues and maintains active and responsible involvement with the club.*
- 3.6. *Not Good Standing – Any Active member who has not paid their due in full, or has violated the code of conduct.*

- 3.6.1. *If any expenses or dues have not been paid in full, they are considered immediately due, in full, upon receipt.*
- 3.6.2. *Any Active member who is behind in payments may be suspended from membership (notwithstanding athlete subsidy). The Treasurer will provide written notice to the member. The member may be reinstated to the club upon payment of arrears at the discretion of the Board.*
- 3.6.3. *Any Active member charged with conduct unbecoming an EKVC member or any offense not in the best interest of the Club and Volleyball Alberta, and against whom such charges are sustained after the opportunity to appear in person before the Executive member in his or her defense, may be expelled from membership. Notification of such expulsion will be immediate and in written form of said action.*
- 3.6.4. *In cases of the resignation or expulsion of any member, the Treasurer or the Secretary shall notify the head coach and teammates of the member's status within five business days of the date of resignation or expulsion.*
- 3.6.5. *Any Active member who is expelled from the Club shall forfeit and/or be responsible for the payment of all membership dues and expenses. The Club reserves the right to collect all monies due to the Club at the time the member was expelled.*

3.7. *Liability of Members – No member of the club is, in their individual capacity, liable for any debt or liability of the club.*

3.8. *The Membership year of the club shall be from November 1<sup>st</sup> – October 31<sup>st</sup>.*

3.9 *Termination - Membership will terminate immediately upon:*

- a) *The expiration of the Member's annual 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 these By-laws;*
- c) *Dissolution of the entity; or*
- d) *The Member's death in the case of an individual.*

#### **4. Article 4 EXECUTIVE COMMITTEE**

4.1. *EKVC is governed by an Executive that takes part in the decision making process.*

4.2. *The President, Vice President, Treasure and Secretary all hold one vote on motions pertaining to the operations of the club. Quorum has 4 or more voting members.*

4.3. *No Proxy can be issued.*

4.4. *The role of the Executive Committee is to develop and administer the policies and operating procedures of the East Kootenay Volleyball Club. All decisions relating to communication, publicity, organization, fundraising, unresolved conduct issues and other operational areas are the responsibility of the executive committee.*

4.5. *The term of an Executive Member shall be one (1) year*

4.6. *The executive committee shall be composed of the following members; Past President, President, Vice President, Secretary and Directors. The Executives manage the roles and activities listed below:*

4.6.1. *President*

4.6.2. *Vice President*

4.6.3. *Treasurer*

4.6.4. *Secretary*

- 4.6.5 Technical Director
- 4.6.6 Regional Director
- 4.6.7 Governance & Policy Director
- 4.6.8 Volunteer Director
- 4.6.9 Communications Director
- 4.6.10 Awards & Alumni Director
- 4.6.11 Fundraising/Sponsorship Director
- 4.6.12 Athlete Program Development Director
- 4.6.13 Equipment & Uniform Director

*Non-Voting Board Members*

- 4.6.14 Immediate Past President
- 4.6.15 Administrator
- 4.6.16 Grant Writer

*EKVC Stakeholders*

- 4.6.16 Coaches
- 4.6.17 Team Managers
- 4.6.18 Athletes
- 4.6.19 Parents

- 4.7. *The President, Vice President, Treasurer and Secretary shall be elected at the Annual General Meeting of the club.*
- 4.8. *The Director positions may be elected at the Annual General Meeting of the Club. The election may be by a show of hands unless a ballot is demanded by any member.*
- 4.9. *If there are no nominations forthcoming for the President, Vice President, Treasurer and Secretary, the retiring Executive member will be asked to assume the position for another year or until the position can be filled.*
- 4.10. *If there are no nominations forthcoming for any of the Directors positions at the Annual General Meeting of the Club. The elected officials can nominate and vote for these positions at an Executive Committee meeting.*
- 4.11. *There shall be a separate election for each vacant position and the first candidate to receive a majority of the votes shall be declared elected.*
- 4.12. *If a vacancy on the Executive Committee arises prior to the expiration of the term;*
- 4.12.1. *An election will be called to fill the position, and the duly elected person shall assume the full duties of that position for the remainder of the current term, with the exception of the president position, where the Vice – President shall fill the position for the remainder of the term.*
  - 4.12.2. *If at the time the position remains vacant the President shall be empowered to appoint an existing member of the executive to fill that position for the remainder of the term.*
- 4.13. *Signing officers – the signing officers of the club shall be the President, Vice President, Secretary, Treasurer, Technical Director, and any other board member the President deems necessary for administration of the accounts for the teams.*

- 4.14. *The Executive Committee may, as they see fit, appoint such volunteers as they may consider necessary to perform such duties as they may prescribe.*
- 4.15. *The Executive and Coaching Committee shall be responsible for the appointment of all coaching staff.*
- 4.16. *The Executive Committee shall review and sign the annual financial statement of the Club prior to the statement being presented at the end of the fiscal year.*
- 4.17. *The Executive Committee has the authority to suspend any player, parent, coach, manager, trainer, or Executive Member of the Club. Upon evidence of misconduct, the Executive Committee has the authority to notify the offending party or parties that a suspension will be recommended. The President/Vice – President shall convene a hearing, if necessary, for the offending party/parties no later than 14 days after they are notified that a suspension is being recommended by the Executive.*
- 4.18. *The President must have served two (2) years on the Executive Committee prior to their presidency.*
- 4.19. *The Vice President, Treasurer and Secretary must have served one (1) year on the Executive Committee as a Director prior to assuming one of these positions.*
- 4.20. *If an Executive member has been absent for three (3) consecutive meetings, without just cause or explanation, the executive committee has the right to declare the offending member removed from office.*
- 4.21. *The Executive Members' meets with coaches and team managers each season to communicate the rules and expectations of the Club, and the mechanics of how the Club operates.*
- 4.22. *An Annual General Meeting with all members is conducted in November of every year.*

## **5. Article 5 ROLES OF THE EXECUTIVE MEMBERS**

### **5.1.1. President**

- 5.1.1.1. *Oversee and direct the overall operation of the East Kootenay Volleyball Club.*
- 5.1.1.2. *Provide leadership to the Board and ensure all decisions and activities of the Board are aligned with the Club's Strategic Plan.*
- 5.1.1.3. *Prepare agendas and Chair the Executive Committee meetings*

### **5.1.2. Vice President**

- 5.1.2.1. *Provide assistance to the President.*

### **5.1.3. Secretary**

- 5.1.3.1. *Main contact person for the Club.*
- 5.1.3.2. *Receive and disseminate information effectively and ensure the smooth operation of Club administration.*

### **5.1.4. Treasurer**

- 5.1.4.1. *Develop and implement the Club's financial plan and ensure it is aligned with the strategic plan and mission statement.*

### **5.1.5. Regional Director**

5.1.5.1. Act as liaison between the Club and regional teams.

### **5.1.6. Governance & Policy Director**

5.1.6.1. Understand Volleyball Alberta policies and how they relate to the Club.

5.1.6.2. Ensure policies, procedures and all Club governance is up to date.

### **5.1.7. Volunteer Director**

5.1.7.1. Recruit and administer fundraising and volunteer activities for the Club.

### **5.1.8. Communications Director**

5.1.8.1. Responsible for internal and external communication promoting the Club.

### **5.1.9. Technical Director**

5.1.9.1. Technical Advisor for all programs including but not limited to coaching, athlete development, and sport science.

### **5.1.10. Awards & Alumni Director**

5.1.10.1. Responsible for the Awards and Recognition program.

### **5.1.11. Fundraising/Sponsorship Director**

5.1.11.1. Build relationships with businesses and organizations in the community to obtain donations to supplement Club operations.

### **5.1.12. Athlete Program Development Director**

5.1.12.1. Responsible for organizing skills camps, tournaments and assisting with outdoor program planning.

### **5.1.13. Equipment & Uniform Director**

5.1.13.1. Inventory and organize equipment and uniforms for all Club teams.

### **5.1.14. Past President**

5.1.14.1. Shall be appointed from the previous year's executive committee.

5.1.14.2. Act as an ambassador for the club and a valued resource person.

## **6. Article 6 PROTECTION OF DIRECTORS AND OFFICERS**

6.1. Limitation of Liability - No Director or Officer of the Club shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for any loss, damage or expense happening to the Club through the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested or for the loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom monies, securities or effects of the Club shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of office or in relation thereto unless the same are occasioned by the Director's own wilful neglect or default.

6.2. Indemnity - Every Director and Officer of the Club and their heirs, executors and administrators and estate and effects respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Club from and against all costs and expenses whatsoever that each Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of office and all other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs of the Club except such costs, charges or expenses as are occasioned by wilful neglect or default.

## **7. Article 7 MEETINGS OF THE EXECUTIVE, ANNUAL GENERAL MEETING AND SPECIAL MEETINGS**

- 7.1. Meetings of the Executive Committee shall be held monthly unless otherwise expressly agreed by a resolution of the Committee. Meetings shall be held to determine Club policies such as fees, competitions, etc. for the following year, vote upon amendments to this constitution and general rules, election of new officers, and to review the financial position of the Club at a time and place to be agreed upon and issues may be voted upon by phone or email, if all members are in agreement.
- 7.2. For an Executive meeting to be called an official meeting, and for any business to be carried out, a quorum of eighty (80%) of the voting Executive Members must be present. An Executive Member must be present at the meeting in order to vote.
- 7.3. All meetings shall be conducted by approved governance procedure.
- 7.4. The voting shall be by secret ballot if deemed necessary for confidentiality.
- 7.5. The president shall break all ties.
- 7.6. The voting membership will be notified at least 14 days prior to the Annual General Meeting.
- 7.7. The voting membership of the Club at Executive Meetings shall be composed of the executive members.
- 7.8. Any constitutional changes must be approved by a three quarters(  $\frac{3}{4}$ ) majority vote.
- 7.9. New Business - Any member who wishes to have a new business placed on the agenda of a meeting will give written notice including questions to be addressed to the Organization at least five business days prior to the meeting date or upon the sole discretion of the President or Executive Committee.
- 7.10. Closed Meeting - Regularly held monthly meetings of the Executive will be closed to the members except by invitation of the Board.
- 7.11. Voting at meetings (Annual General Meeting and Special Meetings) - Members will have the following voting rights at all meetings of Members:
  - a) Active Members do not have voting rights.
  - b) Committee Members do not have voting rights.
  - c) Directors have one vote each.
- 7.12. Determination of Votes - votes will be determined by a show of hands, in writing (in the case of elections for Directors), or orally unless a secret or recorded ballot is requested by the majority of those Members voting.

## **8. Article 8 EXPENSES**

- 8.1. Persons incurring expenses on behalf of EKVC shall be entitled to reimbursement.
- 8.2. All expenses incurred on behalf of EKVC must be approved by the Executive Committee with the exclusion of the discretionary amount for operating expenses as set out by the approved annual budget.
- 8.3. The Executive committee may pay a nominal honorarium for work performed that is of benefit to the members of the club.

## **9. Article 9 BYLAWS**

- 9.1. The bylaws may be rescinded, altered or added to by a "Special Resolution".
- 9.2. A resolution passed
  - 9.2.1. At a general meeting of which not less than 21 days notice, specifying the intention to purpose the resolution has been duly given and,
  - 9.2.2. By the vote of not less than 75%of the executive members who, if entitled to do so vote in person
- 9.3. A resolution proposed and passed as a special resolution at the general meeting or which less than 21 days notice has been given if all the members entitled to attend and vote at the general meeting so agree.
- 9.4. In case that the East Kootenay Volleyball Club dissolves, all revenue will be donated to a charitable organization as voted upon by the Executive of the club.

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