



BYLAWS

BYLAW I – BOARD OF DIRECTORS

1.1 The Board is made of members, each member has a major role (Refer to Appendix F – Duties of Board Members) in the WVC and are dedicated to maintain its progressive success. The WVC Board consists of the follow positions:

- i. Chair
- ii. Vice-Chair
- iii. Treasurer
- iv. Secretary
- v. Coach Liaison
- vi. Facilities/Equipment Coordinator
- vii. Clothing/Uniform Coordinator
- viii. Website/Social Media Coordinator
- ix. Member at Large

1.2 To be nominated for the Board, a person must have at least one year of experience within the WVC or a similar organization.

1.3 To be nominated to run for Chair, the person must have at least one year of experience on the Board.

1.4 The Board shall be retired at the end of each annual general meeting, but shall be eligible for re-election. Chair, Vice Chair and Treasurer will hold their position for two years.

1.5 No Board member can hold a position for more than 5 consecutive years. In the event that a Board position remains unfilled, then a retiring Board member, who has already served five consecutive terms, may be voted into that position by the current Board.

1.6 Members of the Board shall receive no remuneration for acting as such.

1.7 Members of the Board may resign in writing which shall be effective upon acceptance by the Board.

1.8 The office of a Board member shall be automatically vacated:

- i. If the Board Member has resigned their office by delivering a written resignation.
- ii. If a Board Member has been asked to vacate their position by majority vote of the Board.
- iii. On sickness and/or death

1.9 Vacancies on the Board may, so long as a quorum of Board Members remains in office, be filled by the Board from among members of the Weyburn Volleyball Club. Otherwise, such a vacancy or vacancies shall be filled at the next Annual General Meeting of members at which the Board for the ensuing year are elected. If there is not a quorum of Board Members, the remaining Board Members shall call a meeting of Members to fill the vacancy or vacancies.

1.10 Only the Board or those appointed by the Board have the legal authority to initiate communication to all players within the WVC.

BYLAW II – DUTIES OF THE VOTING MEMBERS BOARD MEMBERS (unless stated otherwise)

2.1 Chair (non voting unless to break a tie)

- Be responsible for the overall operation of the Weyburn Volleyball Club
- Preside at the annual general meeting
- Preside at regular board meetings
- Be an ex-officio member on all committees
- Completes special duties as requested
- Promotes Weyburn Volleyball Club

2.2 Vice-Chair

- Runs board meetings as requested and in the Board Chair's absence
- Serves as the nonprofit's spokesperson as needed
- Assists with Board Chair duties
- Completes special duties as requested
- Promote Weyburn Volleyball Club

2.3 Treasurer

- Be responsible for the maintenance of the financial records for the affairs of the Weyburn Volleyball Club
- Be responsible for the collection of team fees
- Set up team accounts all under WVC
- Prepare and submit to the Annual General Meeting a financial summary for the affairs of the Weyburn Volleyball Club
- Perform such duties as may be determined by the Board
- Promote Weyburn Volleyball Club

2.4 Secretary

- Meeting minutes – sent out within 7 days of meeting
- Agendas
- Maintain records and correspondence of the Weyburn Volleyball Club
- Tracks Board Member terms
- Promote Weyburn Volleyball Club

2.5 Coach Liaison (non voting if head coach)

- Serves as liaison between the Board and Coaches
- Promote Weyburn Volleyball Club

2.6 Facilities/Equipment Coordinator

- Secure and manage facilities
- Is responsible for booking gym space for teams and ensuring all teams have even/adequate practice times. (number of practices per week will vary based on age division)
- Manage gym times
- If gym time is cancelled due to school events etc. will work closely with coaches affected to find a new time
- Provide Coaches and Managers with rental facility expectations/requirements for equipment storage, clean up etc.
- Manage and track equipment
- Handout equipment/first aid kits beginning of season
- Collect equipment/first aid kits at end of season
- Promote Weyburn Volleyball Club

2.7 Merchandise/Uniform Coordinator

- Responsible for ordering all uniforms and clothing within the Weyburn Volleyball Club
- Promote Weyburn Volleyball Club

2.8 Website/Social Media Coordinator

- Post all Weyburn Volleyball Club related content and games/tournament results for all teams on social media platforms
- Process all tryout registrations for athletes
- Promote Weyburn Volleyball Club

2.9 Member at Large

- Attend all board meetings
- Engage in board meetings actively
- Support Board decisions even when they voted against them
- Promote Weyburn Volleyball Club

BYLAW III – MEETINGS

3.1 The annual general meeting shall be held before tryouts start.

3.2 The Chair shall set a schedule for board meetings and call special board meetings outside the scheduled dates as necessary.

3.3 Special meetings may be called at any time. Any three members of the Board must make the request and the meeting must be held within two weeks of the request.

3.4 All members of the Board shall be notified at least 48 hours prior to any board meeting or special meeting. If acceptable contact cannot be made, the Chair or Secretary will attest to the fact that at least two attempts were made to contact the

individual concerned.

3.5 A majority of the Board voting members shall form a quorum for the transaction of business at any meeting of the Board Members.

BYLAW IV –VOTING

4.1 Election of succeeding Board shall be by majority vote at the Annual General Meeting.

4.2 The elected positions shall be Chair, Vice-Chair, Treasurer, Secretary, Facilities/Equipment Coordinator, Website/Social Media Coordinator, Clothing/Uniform Coordinator.

4.3 Each person at the AGM may only vote once under the following conditions:

- i. Voting at the annual general meeting is restricted to one vote per registered child up to a maximum of 2 votes per family (if more than 1 child is registered).
- ii. Each Board Member has one vote.

4.4 No proxy voting is allowed at the AGM.

BYLAW V – FILLING A VACANCY ON THE BOARD OF DIRECTORS

5.1 Vacancy - Where the position becomes vacant for whatever reason and there is still a quorum of Board Members, the Board may appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office. If there is a lack of quorum because the number of members are reduced below the number necessary for a quorum of members, the continuing Board Members shall call a meeting of the Delegates to elect additional Board Members.

BYLAW VI – MEETINGS OF THE BOARD OF DIRECTORS

6.1 Call of Meeting – The meetings of the Board will be held at any time and place as determined by the Board.

6.2 Notice – Written notice, served other than by mail, of Board Meetings will be given to all Board Members at least three (2) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all members waive notice, or if those absent consent to the meeting being held in their absence.

6.3 Number of Meetings – The Board will hold a minimum of four (4) meetings per year.

6.4 Quorum – At any meeting of the Board, quorum will consist of at least fifty one percent of voting members holding office.

6.5 Voting – Each member is entitled to one vote except the Chair who may only vote in the case of a tie. Voting will be by a show of hands, orally or via email unless a majority of members present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favor of the resolution.

6.6 Closed Meetings – Meetings of the Board will be closed to members and the public except by invitation of the Board.

6.7 Meetings by Telecommunications - A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Any Member who is unable to attend a meeting may participate in the meeting by telephone or other telecommunications technology, and are therefore are considered to have attended the meeting.

BYLAW VII – POWERS OF THE BOARD OF DIRECTORS

7.1 Powers of the Board – Except as otherwise provided in these Bylaws, the Board

has the powers of the WVC and may delegate any of its powers, duties and functions.

7.2 Managing the Affairs of the WVC – The Board may make policies, procedures, and manage the affairs of the WVC in accordance with these Bylaws.

7.3 Discipline – The Board may make policies and procedures relating to discipline of members, and will have the authority to discipline members in accordance with such policies and procedures.

7.4 Dispute Resolution - The Board may make policies and procedures relating to management of disputes within the WVC and all disputes will be dealt with in accordance with such policies and procedures.

BYLAW VIII – OTHER BOARD COMMITTEES

8.1 Appointment of Board Committees - The Board may appoint such committees as it deems necessary for managing the affairs of the WVC and may appoint members of committees or provide for the election of members of Board Committees, may prescribe the duties of Board Committees, and may delegate to any Board Committee any of its powers, duties, and functions. The Board Committees so established must consist of at least three (3) members.

8.2 Quorum - A quorum for any Board Committee will be the majority of its voting members.

8.3 Meeting of Committees – Meetings of committees appointed by the Board may be called by the Chair or the Chair of the Committee whenever such Chair sees fit, but the Board may prescribe a minimum number of meetings to be held by such committees.

8.4 Minutes of Board Committees – Minutes of all Board Committee meetings shall be kept on One Drive. One person designated by such a Board Committee as the recording secretary of the meeting. Copies of all minutes and reports of Board Committee meetings shall be submitted to members at the next meeting of the Board

BYLAW IX – CONFLICT OF INTEREST

9.1 Conflict of Interest – A member, Officer, Board Committee member 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 WVC 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 WVC Parent, Athlete and Coaches Handbook regarding conflict of interest.

BYLAW X – FINANCE AND MANAGEMENT

10.1 Fiscal Year – The fiscal year of the WVC will be September 1st to August 31st

10.2 Bank - The banking business of the WVC will be conducted at such financial institution as the Board may designate.

10.3 Books and Records- The necessary books and records of the WVC required by these Bylaws or by applicable law will be necessarily and properly kept on an excel spreadsheet.

10.4 Signing Authority – All written agreements and financial transactions entered into in the name of the WVC will be signed by two individuals being the Chair, Treasurer or Vice-Chair. The Board may authorize other persons to sign on behalf of the WVC.

BYLAW XI – AMENDMENT OF BYLAWS

11.1 Voting – These Bylaws may only be amended, revised, repealed or added to by a two-thirds affirmative vote of the voting Members present at a meeting duly called to amend, revise or repeal these Bylaws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective upon acceptance.

BYLAW XII – ADOPTION OF BYLAWS

12.1 Adoption by Board – These Bylaws were adopted by the Board Members of the WVC at a meeting of the Board duly called and held on **August 19, 2025.**

12.2 Ratification – These Bylaws are ratified by a two-thirds affirmative vote of the Members of the WVC present and entitled to vote at a Meeting of Members duly called and held on **August 19, 2025.**

12.3 Repeal of Prior Bylaws – In ratifying these Bylaws, the Members of the WVC repeal all prior Bylaws of the WVC provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.

12.4 Review – the Board Members will review these Bylaws on an annual basis. The Bylaws were last reviewed by the WVC Board **August 19, 2025.**

Chair: _____

Date: _____