Filed Date and Time: November 12, 2026 10:17 PM Pacific Time
Society Incorporation Number: S0086556

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Province of British Columbia
KATHLEEN ASSAF

COASTAL WAVE VOLLEYBALL CLUB

Bylaws

PART 1 – DEFINITIONS AND INTERPRETATION

1.1 Definitions

(a) "Act" means the Societies Act and its regulations, as amended from time to time.

(b) "Board" means the Directors acting collectively.

(c) "Club" means the Coastal Wave Volleyball Club.

(d) "Club Activity" means any team, program, practice, game, tournament, clinic, camp, trip, event, fundraising activity, or communication channel operated, sanctioned, or authorized by the Club.

(e) "Coach Voting Member" means a member admitted under Bylaw 2.4.

(f) "Director" means a director of the Club.

(g) "Family Voting Member" means a member admitted under Bylaw 2.3.

(h) "Fiscal Year" means the fiscal year described in Bylaw 9.1.

(i) "Member" means an individual admitted to membership under Part 2.

(j) "Membership Year" means the Fiscal Year.

(k) "Participant" means a Registered Athlete or any other individual taking part in a Club Activity, including coaches, assistant coaches, team managers, chaperones, volunteers, officials, employees, and contractors.

(l) "Policies" means the policies, procedures, codes of conduct, and rules adopted by the Board under these Bylaws, as amended from time to time.

(m) "Registered Athlete" means an individual whose registration in a Club program, team, tryout, camp, clinic, league, or other activity for a Membership Year has been accepted by the Club.

(n) "Safe Sport Rules" means the applicable safe sport, screening, conduct, discipline, complaints, concussion, and maltreatment-prevention requirements of Volleyball BC, Volleyball Canada, the Club, and any independent safe sport process with jurisdiction, as amended or replaced from time to time.

(o) "Voting Member" means a Family Voting Member or Coach Voting Member who is in good standing.

1.2 Interpretation

(a) Words defined in the Act have the same meaning in these Bylaws unless defined differently.

(b) Words in the singular include the plural and vice versa.

(c) Headings are for convenience only.

1.3 Conflict with the Act

(a) If there is a conflict between these Bylaws and the Act, the Act prevails.

PART 2 – MEMBERSHIP

2.1 Classes of Membership

(a) The Club has the following classes of members:

(i) Family Voting Members;

(ii) Coach & Board Approved Volunteer Voting Members; and

(iii) Non-Voting Members.

2.2 Membership Generally

(a) Membership is individual, non-transferable, and subject to the Act, these Bylaws, the Policies, and the Safe Sport Rules.

(b) The Club must keep an up-to-date register of members showing each member's name, contact information, and membership class.

2.3 Family Voting Members

(a) An adult parent or legal guardian of a Registered Athlete under 19 years of age is eligible to be a Family Voting Member.

(b) A Registered Athlete who is 19 years of age or older and registers independently is eligible to be a Family Voting Member.

(c) Each family of Registered Athletes is entitled to one Family Voting Member equaling one vote.

(d) The family may designate the Voting Member in writing.

(e) If no designation is received, the adult recorded as the primary contact in the Club's most recent registration record is the Family Voting Member.

(f) A family designation applies to all purposes under these Bylaws and the Act, including:

(i) voting;

(ii) signing a requisition;

(iii) submitting a proposal; and

(iv) nominating a candidate.

2.4 Coach & Board Approved Volunteer Voting Members

(a) An individual is eligible to be a Coach or Board Approved Volunteer Voting Member if the individual:

(i) is at least 19 years old; and

(ii) has been appointed by the Club as a head coach or assistant coach or approved volunteer for the current Membership Year.

(b) To be admitted and remain a Coach or Board Approved Volunteer VotingMember, the individual must:

(i) accept the appointment;

(ii) be in good standing;

(iii) maintain all required criminal record checks, screening, training, certification, and Safe Sport requirements; and

(iv) not be subject to a sanction, suspension, or interim measure that restricts participation in sport or a position of authority.

(c) An eligible individual becomes a Coach or Board Approved Volunteer Voting Member when the Club confirms that the requirements of this Bylaw have been met and enters the individual in the register of members.

(d) Each Coach or Board Approved Volunteer Voting Member has one vote at a general meeting.

(e) An individual who qualifies both as a Family Voting Member and a Coach or Board Approved Volunteer Voting Member has only one vote.

(f) Coach or Board Approved Volunteer Voting Membership ends when the individual:

(i) ceases to hold an eligible coaching appointment or volunteer position;

(ii) fails to maintain a required qualification, screening, training, or good-standing requirement;

(iii) resigns or is expelled; or

(iv) reaches the end of the Membership Year, unless renewed.

2.5 Non-Voting Members

(a) The Board may admit Non-Voting Members, including adult athletes, administrators,non-parent volunteers, officials, community supporters, and other individuals who support the purposes of the Club.

(b) Non-Voting Members may attend and speak at general meetings but do not vote or exercise rights that the Act gives only to voting members.

2.6 Roles that do not Automatically Create Membership

(a) Volunteering, employment, contracting, sponsorship, committee service, or service as a Director does not by itself create membership.

(b) A person becomes a member only if admitted under this Part.

2.7 Admission, Membership Fees, and Waivers

(a) The Board must establish an annual membership fee for each class of membership.

(b) The fee may be collected with program registration, coaching fees, or another Club fee if it is identified as a membership fee.

(c) The Board may waive or reduce a membership fee for financial hardship or other circumstances consistent with the Club's Policies.

(d) A fee waiver does not affect membership rights.

(e) A person becomes a member when:

(i) the applicable eligibility requirements are met;

(ii) the Club accepts the application or registration; and

(iii) the membership fee is paid or waived.

2.8 Term of Membership

(a) Membership continues until the close of the first annual general meeting following the end of the Membership Year, but in any event ends no later than August 31 following the end of that Membership Year, unless renewed or ended earlier under these Bylaws.

2.9 Good Standing

(a) A member is in good standing unless:

(i) a membership fee, program fee, charge, or other amount owing to the Club is past due; or

(ii) the member is under a suspension that expressly affects membership standing.

(b) A member who is not in good standing may not vote, nominate a candidate for election as a Director, or be elected or appointed as a Director.

(c) Good standing is restored when:

(i) the past-due amount is paid or an approved payment arrangement is in place; and

(ii) any applicable suspension has ended.

2.10 Duties of Members

(a) Every member must uphold the Constitution and comply with these Bylaws, the Policies, and the Safe Sport Rules.

2.11 Ending Membership

(a) A person ceases to be a member when the person:

(i) resigns in writing;

(ii) allows the membership term to end without renewal;

(iii) dies;

(iv) is expelled under Part 3; or

(v) otherwise ceases to qualify for the applicable class of membership.

2.12 No Proxy Voting

(a) Membership and voting rights are personal.

(b) Proxy voting is not permitted.

PART 3 – CONDUCT, SAFE SPORT, AND DISCIPLINE

3.1 Application

(a) This Part applies to members, Participants, Directors, officers, employees, contractors, coaches, volunteers, officials, and any other person involved in a Club Activity.

(b) Agreeing to comply is a condition of registration and of appointment to any role in the Club.

3.2 Standards of Conduct

(a) All persons subject to this Part must comply with these Bylaws, the Policies, and the Safe Sport Rules.

3.3 Safe Sport and Complaints

(a) These standards apply to conduct in or connected with any Club Activity, including conduct on social media and on any Club communication channel, and to conduct outside Club Activities that affects the safety or wellbeing of a Participant, for as long as the person is a member or Participant or holds a role in the Club.

(b) Complaints involving maltreatment, abuse, harassment, discrimination, violence, retaliation, or any other matter within the jurisdiction of Volleyball BC, Volleyball Canada, or an independent safe sport process must be referred or handled in accordance with that process.

(c) Any other complaint is dealt with by the Club under its discipline and complaints Policy.

(d) The Club must comply with, and enforce within Club Activities, any sanction or interim measure imposed through an independent process.

(e) Nothing in these Bylaws limits:

(i) the duty of any person under applicable child-protection law to report a child who needs protection; or

(ii) the obligation to contact police or emergency services where there is a risk of immediate harm.

3.4 Interim Measures

(a) The Board or its delegate may impose reasonable interim measures, including restricting participation in a Club Activity, where necessary to protect participants, the integrity of an investigation, or the Club.

3.5 Discipline

(a) The Policies must provide fair procedures and inform proportionate decisions which are rendered by the Discipline Committee . This may include:

- An administrative record to document matters resolved through clarification, education and guidance. These are maintained for administrative continuity, accountability, and can be used as reference in addressing future concerns. They do not constitute formal disciplinary action or form part of an individual's disciplinary record. This could include:
    - Educational reminder or informal guidance
    - Letter of expectation
    - Educational warning
- A disciplinary record to document formal findings of policy or code violations that result in sanctions imposed by the Committee. This could include:
    - Formal written warning
    - Formal reprimand
    - Educational sanction
    - Suspension

- Removal of privileges or participation restrictions
- Expulsion from membership

(b) Before imposing discipline sanctions, other than an interim measure, the Club must send the person written notice of the proposed discipline, including the reasons, and give the person a reasonable opportunity to make representations.

(c) A Director who has a conflict of interest in a discipline matter must not take part in deciding it.

(d) Before discipline is imposed, other than an interim measure, the affected person must receive written notice of the concern and a reasonable opportunity to respond, subject to any independent safe sport process with jurisdiction.

3.6 General Meeting Rights Protected

(a) Discipline under Bylaw 3.5 does not affect a member's right to receive notice of, attend, speak at, or vote at a general meeting.

(b) Nothing in this Part limits a member in exercising a right under the Act or these Bylaws, including:

(i) requisitioning a general meeting;

(ii) submitting a proposal;

(iii) inspecting records;

(iv) nominating or standing for election;

(v) campaigning for election; or

(vi) expressing views in good faith about the governance of the Club.

3.7 Expulsion

(a) The Board may expel a member if, following the Club's complaints and dispute resolution process, the Board determines that expulsion is an appropriate sanction for the member's failure to comply with the Constitution, these Bylaws, the Policies, or the Safe Sport Rules.

(b) Before expelling a member, the Club must:

(i) send the member written notice of the proposed expulsion, including the reasons for it and the provisions of the Constitution, Bylaws, Policies, or Safe Sport Rules alleged to have been breached;

(ii) give the member a reasonable opportunity to make written or oral representations in accordance with the Club's complaints and dispute resolution process; and

(iii) ensure that if a Director has a conflict of interest in the matter, does not participate in the decision.

(c) The Board must provide the member with written notice of its decision and the effective date of any expulsion.

(d) A person who has been expelled may not become a member again unless the Board approves their application for membership.

3.8 No Retaliation

(a) No person may retaliate against another person for making a report, raising a concern, participating in a complaint or investigation, or refusing conduct that would breach the Safe Sport Rules, if done in good faith.

PART 4 – DIRECTORS

4.1 Authority

(a) The Board manages, or supervises the management of, the activities and internal affairs of the Club.

4.2 Number, Composition, and Board Positions

(a) The Board consists of not fewer than five and not more than nine Directors.

(b) The Board includes the following positions:

(i) President;

(ii) Vice-President;

(iii) Treasurer;

(iv) Secretary; and

(v) up to five Directors at Large.

(c) Up to five Directors may be Community Directors.

(d) A Non-Voting Member Director has the same rights and responsibilities as any other Director, including one vote at Board meetings, but may not vote at a general meeting unless the individual separately qualifies as a Voting Member.

(e) At least a majority of the Directors must be Voting Members when elected or appointed, and at least one Director must be ordinarily resident in British Columbia.

(f) A majority of the Directors must not be employees of, or contractors providing services to, the Club.

(g) A Director at Large may be assigned a portfolio, including Athlete and Coach Development or Community Relations and Communications.

(h) The role description, authority, and responsibilities for a portfolio must be set out in the Club's Policies.

(i) A portfolio assignment does not create an additional Director position or change the position to which a Director was elected.

4.3 Qualifications

(a) To be elected or appointed, and to remain, a Director must:

(i) be qualified under the Act;

(ii) be at least 19 years old; and

(iii) be in good standing if the Director is a Voting Member.

(b) A Director must not be subject to a sanction, suspension, or interim measure that restricts participation in sport or eligibility to hold a position of authority.

(c) A Director must complete and maintain the screening, criminal record check, Safe Sport training, concussion training, Making Ethical Decisions training (or equivalent) and other requirements established by Volleyball BC, Volleyball Canada, or the Club Policies.

(d) A Director must not be an employee of the Club or be engaged by the Club under a contract for services, except as a coach in accordance with Bylaw 4.5.

4.4 Election and Term of Office

(a) Directors are elected directly by Voting Members at the annual general meeting to the specific positions described in Bylaw 4.2.

(b) A candidate may stand for only one position at an annual general meeting.

(c) Directors are elected for two-year terms.

(d) Terms should be staggered where practicable so that approximately half of the Director positions are elected each year.

(e) For the inaugural year of the Club, the Vice-President, Secretary, and two Directors at Large will be appointed by the initial Board and will serve until the first annual general meeting.

(f) At the first annual general meeting, those Vice-President, Secretary, and two Directors at Large will be elected by the Voting Members for two-year terms in accordance with these Bylaws.

(g) Thereafter, Directors are elected for two-year terms and may be re-elected for additional terms.

(h) A Director remains in office until their successor is elected or appointed, unless the Director earlier resigns, dies, is removed, or becomes disqualified under the Act or these Bylaws.

4.5 Directors who Coach

(a) A Director may serve as a coach and receive the Club's standard published coaching compensation or stipend only if:

(i) the appointment is approved by the non-conflicted Directors; and

(ii) the approval, amount, and conflict disclosure are recorded in the minutes.

(b) A Director who is also a coach must comply with the Act and Bylaw 4.8 and may not participate in any Board discussion or decision about their own appointment, compensation, evaluation, discipline, or other personal interest.

4.6 Vacancies

(a) If a Director position becomes vacant before the end of its term, the Board may appoint a qualified individual to fill that specific position until the close of the next annual general meeting.

(b) If the unexpired term continues after that meeting, the Voting Members must elect a Director to the specific position for the balance of the term.

4.7 Ceasing to Hold Office

(a) A Director ceases to hold office as the Act provides, including when the Director's term expires or the Director resigns in writing, dies, is removed, or becomes disqualified.

(b) A Director who ceases to meet a qualification in Bylaw 4.3 must promptly resign.

(c) A Director is removed from office if the Director is absent from four consecutive Board meetings without the consent of the Board recorded in the minutes.

(d) The members may remove a Director before the end of the Director's term by special resolution.

(e) The members may then elect a qualified individual to the specific vacant position for the rest of the removed Director's term.

4.8 Conflicts of Interest

(a) A Director with a direct or indirect material interest in a contract, transaction, or matter under consideration must:

(i) promptly disclose the nature and extent of the interest;

(ii) abstain from voting;

(iii) leave the meeting while the matter is discussed and voted on unless asked to provide information; and

(iv) refrain from attempting to influence the discussion or vote.

(b) The disclosure and recusal must be recorded in the minutes.

(c) Each Director must give the Club a written disclosure of interests when elected or appointed and must update it when circumstances change.

4.9 Remuneration and Expenses

(a) Directors must not be paid for serving as Directors.

(b) The Club may reimburse reasonable approved expenses incurred on Club business.

(c) Payment for coaching or other services is permitted only as provided in Bylaw 4.5 and the Act.

4.10 Committees

(a) The Board may establish standing or temporary committees and advisory groups to assist with the operation of the Club.

(b) Committees may include:

(i) an Athlete Development Committee;

(ii) a Coaching and Recruitment Committee;

(iii) a Finance and Fundraising Committee;

(iv) an Equipment and Uniform Committee;

(v) an Events and Community Relations Committee; and

(vi) a Safe Sport and Risk Management Committee.

(c) Each committee must include at least one Director and may include Members, coaches, volunteers, and other individuals appointed by the Board.

(d) Committees must operate under written terms of reference established by the Board and must report to the Board as required.

(e) A committee may exercise a power of the Board only if the Board expressly delegates that power in writing.

(f) The Board remains responsible for powers it delegates.

4.11 Confidentiality

(a) Directors must keep confidential the deliberations of the Board and any information they receive as Directors that is not public, except as the Board authorizes or the law requires.

(b) Nothing in this Bylaw prevents any person from making a report or complaint under Bylaw 3.3 or to a regulator.

PART 5 – OFFICERS AND STAFF

5.1 Officers and Election of Officers

(a) The officers of the Club are the President, Vice-President, Treasurer, and Secretary.

(b) Each officer position is a Director position.

(c) A person seeking election as an officer must be nominated for the specific position of President, Vice-President, Treasurer, or Secretary.

(d) Voting Members elect officers directly into their respective positions at the annual general meeting.

(e) A candidate may stand for only one officer position at an annual general meeting.

(f) An officer holds office for the term applicable to that Director position, unless the officer earlier resigns, dies, becomes disqualified, ceases to hold office, or is removed in accordance with these Bylaws or the Act.

5.2 President

(a) The President must:

(i) provide leadership to the Board and the Club;

(ii) chair Board and general meetings when present;

(iii) act as the principal liaison between the Board, members, coaches, and stakeholders;

(iv) support the implementation of Board decisions; and

(v) perform other duties assigned by the Board.

5.3 Vice-President

(a) The Vice-President must:

(i) support the President;

(ii) act in the President's place when the President is absent or unable to act;

(iii) coordinate committees, projects, or portfolios assigned by the Board; and

(iv) perform other duties assigned by the Board.

5.4 Treasurer

(a) The Treasurer must:

(i) oversee the financial affairs of the Club;

(ii) ensure appropriate accounting records and financial controls are maintained;

(iii) report regularly to the Board on the Club's financial position;

(iv) present financial statements to members at the annual general meeting; and

(v) perform other duties assigned by the Board.

5.5 Secretary

(a) The Secretary must:

(i) ensure accurate minutes of Board and general meetings are maintained;

(ii) ensure notices of meetings are issued as required;

(iii) maintain or oversee the Club's official records and membership register;

(iv) maintain copies of the Constitution, Bylaws, Policies, and official documents;

(v) ensure required filings are submitted to the Registrar; and

(vi) perform other duties assigned by the Board.

5.6 Staff and Contractors

(a) The Board may employ or engage staff, contractors, a technical director, coaches, and other personnel.

(b) The Board must set their duties and compensation in written agreements or Policies.

(c) Employment or engagement does not itself create membership or a right to be a Director.

5.7 Senior Managers

(a) The Board may appoint one or more senior managers under the Act, subject to these Bylaws.

PART 6 – PROCEEDINGS OF DIRECTORS

6.1 Calling Meetings

(a) The President or any two Directors may call a Board meeting.

(b) At least 48 hours' notice must be given to each Director by email unless all Directors agree to shorter notice.

6.2 Electronic Meetings

(a) Board meetings may be held in person, by telephone or video conference, or by a combination of these methods, if all participants can communicate with each other.

6.3 Quorum

(a) A majority of the Directors then in office constitutes a quorum.

6.4 Voting

(a) Each Director has one vote.

(b) Questions are decided by a majority of votes cast.

(c) The chair has no second or casting vote.

(d) A tied vote is defeated.

(e) Directors may not vote by proxy.

6.5 Written Resolutions

(a) The Directors may pass a resolution without a meeting if it is sent to all Directors and consented to in writing, including electronically, by all Directors entitled to vote on it.

(b) The resolution and consents must be kept with the minutes.

6.6 Minutes and Attendance

(a) The minutes must record:

(i) Directors present;

(ii) resolutions and results;

(iii) conflicts and recusals; and

(iv) any confidential portions dealing with personnel, discipline, legal advice, or personal information.

(b) Board meetings are not open to members or the public, except by invitation of the Board.

PART 7 – GENERAL MEETINGS

7.1 Annual General Meeting

(a) The Club must hold an annual general meeting in each calendar year, within the time required by the Act.

7.2 Other General Meetings and Requisitions

(a) The Board may call a special general meeting at any time.

(b) Voting Members may requisition a general meeting in accordance with the Act.

7.3 Format

(a) The Board may hold a general meeting in person in British Columbia, partially electronically, or fully electronically.

(b) The notice must state the meeting format and instructions for participation.

7.4 Notice

(a) Notice of a general meeting must be sent to every member at least 14 days and not more than 60 days before the meeting.

(b) The notice must state:

(i) the date and time;

(ii) the location or electronic access details;

(iii) the text of any special resolution; and

(iv) enough detail about non-routine business for members to form a reasoned judgment.

(c) When the Club has more than 100 members, notice is deemed to have been sent to every member if it is emailed to every member for whom the register of members contains an email address and is posted on the Club's website throughout the period beginning at least 21 days before the meeting and ending when the meeting is held.

(d) The accidental omission to send notice to a member, or a member's failure to receive it, does not invalidate the meeting.

7.5 Business at an Annual General Meeting

(a) Ordinary business includes:

(i) approval of the agenda;

(ii) approval of prior general-meeting minutes;

(iii) presentation of financial statements and required reports;

(iv) election of Directors;

(v) appointment of an auditor or accountant, if any; and

(vi) other business properly included in the notice.

7.6 Quorum

(a) The quorum for a general meeting is 10% of Voting Members in good standing who are present at the meeting.

(b) If quorum is not present within 30 minutes:

(i) a requisitioned meeting is terminated; and

(ii) any other meeting is adjourned to the same day in the following week, at the same time and format.

(c) At the reconvened meeting, the Voting Members present constitute quorum for ordinary business only.

7.7 Chair

(a) The chair of a general meeting is the individual the Directors appoint, who need not be a member or a Director.

(b) If the Directors have not appointed a chair, or the appointed chair is unable to act, the President, then the Vice-President, then another Director who is present, chairs the meeting.

(c) If none of those individuals is able to act within 15 minutes after the time set for the meeting, the Voting Members present elect a chair.

(d) The chair decides questions of procedure. The Voting Members present may overturn a ruling of the chair by ordinary resolution.

(e) Robert's Rules of Order apply to any matter not covered by the Act, these Bylaws, or rules adopted by the meeting.

(f) The chair may limit the time for each speaker, require that remarks relate to the business before the meeting, and adjourn the meeting if orderly conduct becomes impossible.

(g) A chair who is a Voting Member may vote but has no casting vote.

7.8 Attendance, Registration, and Voting

(a) The following may attend a general meeting:

(i) members;

(ii) Directors;

(iii) nominees for election as Directors;

(iv) employees and contractors of the Club;

(v) the Club's accountant, auditor, and legal adviser; and

(vi) any other person the Directors invite or the chair permits.

(b) Only members and Directors may speak, unless the chair permits otherwise, and only Voting Members in good standing may vote.

(c) Each person attending a general meeting must register.

(d) The Club confirms each member's class and good standing from its records.

(e) Voting is by show of voting cards or another method that clearly shows the intention of Voting Members, unless the chair directs, or two or more Voting Members request, a secret ballot.

(f) A contested election of Directors is by secret ballot.

(g) The chair decides any dispute about a person's right to vote.

7.9 Minutes and Adjournment

(a) The minutes of each general meeting must record:

(i) the number of Voting Members present;

(ii) the text of each resolution voted on; and

(iii) the result of each vote.

(b) The chair may adjourn a general meeting, and must do so if directed by ordinary resolution.

(c) Only business left unfinished may be dealt with at the continuation.

(d) Notice of the continuation is required only if the meeting is adjourned for 30 days or more.

7.10 Members' Proposals

(a) The Club must process qualifying members' proposals in accordance with the Act.

(b) A member proposal for consideration at an annual general meeting must be submitted to the Board no later than 14 days before the date of the annual general meeting.

PART 8 – ELECTION OF DIRECTORS

8.1 Nominations

(a) Any Voting Member in good standing may nominate an eligible individual, including themselves.

(b) A nominee must consent to serve if elected.

(c) The Board may establish an advance nomination process, but nominations from the floor are permitted unless the notice states otherwise.

8.2 Specific Positions and Eligibility

(a) Each candidate must be nominated for a specific Director position.

(b) A candidate may stand for only one position at an annual general meeting.

(c) Each nominee must:

(i) consent in writing to serve if elected;

(ii) declare that they meet the qualifications in Bylaw 4.3; and

(iii) declare whether they are a Voting Member.

(d) A nominee who will not attend the meeting must deliver their written consent and declaration to the Club before the meeting.

(e) Before the vote, the chair confirms each nominee's eligibility from the nominee's declaration and the Club's records.

8.3 Election Process

(a) If there is only one qualified nominee for a position, that nominee is elected by acclamation.

(b) If there is more than one qualified nominee for a position, Voting Members elect the Director for that position by secret ballot.

(c) The candidate receiving the greatest number of votes for the position is elected, subject to the composition requirements in Bylaw 4.2.

8.4 Tie Votes in Elections

(a) If two or more candidates are tied for election to a Director position after the first ballot, a second ballot must be held immediately between the tied candidates.

(b) If the second ballot also results in a tie, the Directors who are present and are not candidates for re-election at that annual general meeting must vote by secret ballot to decide the election between the tied candidates. If that vote results in a tie, the chair of the meeting shall decide the election by a coin toss conducted in the presence of the tied candidates, or their representatives if they are not present.

(c) The result of the coin toss is final and must be recorded in the minutes of the meeting.

PART 9 – PROGRAMS, COACHING, AND COMPLIANCE

9.1 Programs and Coaching

(a) The Club may provide recreational, developmental, and competitive volleyball programs, teams, camps, clinics, leagues, tournaments, coach development, and related activities.

(b) The Board oversees the appointment, support, evaluation, and discipline of coaches.

9.2 Screening and Qualifications

(a) Coaches, team officials, and others in positions of trust or authority must maintain the screening, criminal record checks, training, certification, and other requirements established by the Safe Sport Rules.

9.3 Athlete and Team Selection

(a) The Club may establish and maintain policies and procedures governing athlete evaluations, tryouts, team placements, and selection processes.

(b) These processes must be conducted in a fair, transparent, and athlete-centred manner consistent with the Club's values and objectives.

9.4 Affiliations and Compliance

(a) The Club, its members, Participants, and representatives must comply with applicable requirements of Volleyball BC, Volleyball Canada, and the Club.

PART 10 – FINANCE

10.1 Fiscal Year

(a) The Fiscal Year ends on July 31, unless changed by special resolution.

10.2 Budget and Financial Statements

(a) The Board must approve an annual operating budget, maintain appropriate accounting records, and present financial statements to members at each annual general meeting.

10.3 Banking and Payments

(a) All Club funds and accounts must be held in the Club's name at financial institutions the Directors select.

(b) The Board must designate at least three signing authorities, at least two of whom are Directors.

(c) Payments, withdrawals, electronic transfers, and credit-card payments require approval under the Club's financial-control policy, including two authorized approvers for payments over a threshold established by the Board.

(d) No person may approve a payment or reimbursement to themselves.

(e) Payroll and statutory remittances, other recurring payments, and payment of the Club's credit card balance from a Club account may be set up with the approval of two signing authorities and then made without further approval.

10.4 Credit Cards

(a) The Directors may authorize credit cards in the Club's name, set their limits, and designate who may use them.

(b) A Club credit card may be used only for Club purposes and in accordance with the Policies.

(c) Statements must be sent to the Treasurer, and the Treasurer and one other Director must review each statement.

(d) No person may be required to personally guarantee a Club credit card or other Club debt.

(e) A personal guarantee may be given only with the approval of the Directors recorded in the minutes.

10.5 Borrowing, Investments, Restricted Funds, and Fundraising

(a) The Board may borrow money, give security, and invest Club funds as permitted by the Act and the Policies.

(b) Funds received through grants, donations, sponsorships, gaming, or fundraising must be used and reported in accordance with applicable restrictions and the Club's Policies.

10.6 Team Trip Accounts

(a) If a team is raising a significant amount of money to support a team trip, tournament, travel, accommodation, or other team activity, the funds must be managed through a team account approved by the Board.

(b) The team account must have at least three authorized account holders:

(i) one coach for the team;

(ii) the team manager; and

(iii) one parent or legal guardian of a Registered Athlete on the team.

(c) The team account must be used only for approved team purposes and in accordance with the Club's financial-control policies. No person may use team funds for personal purposes.

(d) The authorized account holders must maintain complete and accurate records of all funds collected, donations received, fundraising proceeds, expenditures, invoices, receipts, bank statements, and account balances.

(e) Account statements and financial records must be made available on reasonable request to:

(i) the members of the team and their parents or legal guardians; and

(ii) the Club and its Treasurer.

(f) Within 30 days after the end of the team's season or the completion of the team trip, whichever is later, the team manager must provide the Treasurer with a financial report showing:

(i) the total funds collected;

(ii) the source of the funds;

(iii) the total funds spent, with a summary of expenditures;

(iv) the remaining account balance; and

(v) the proposed use or disposition of any remaining funds.

(g) Any remaining team funds must be managed as directed by the Board and used only for purposes consistent with the Club's objects, policies, and any restrictions attached to the funds.

PART 11 – POLICIES, RECORDS, PROPERTY, PRIVACY, AND NOTICES

11.1 Policies

(a) The Directors may adopt, amend, and repeal Policies that are consistent with the Act and these Bylaws and any others needed for the operation of the Club..

(b) The Directors must maintain Policies on:

(i) conflicts of interest;

(ii) code of conduct and ethics;

(iii) discipline and complaints;

(iv) abuse and maltreatment;

(v) financial controls.

(c) The Directors must keep the Policies consistent with what Volleyball BC requires of member clubs.

(d) The Club must publish its current Policies on its website, other than internal procedures the Directors designate as confidential.

11.2 Records

(a) The Club must keep the records required by the Act at its registered office or another permitted location in British Columbia.

11.3 Member Inspection

(a) Members may inspect Club records as required by the Act.

(b) Subject to the Act, the Board may restrict access to confidential Board minutes, confidential resolutions, and accounting records, and may establish reasonable inspection procedures and notice periods.

11.4 Club Property

(a) All funds, bank accounts, credit cards, equipment, uniforms, data, registration systems, websites, email accounts, social-media accounts, cloud storage, passwords, and records used for Club business are Club property.

(b) Persons leaving a Club role must promptly:

(i) return property;

(ii) transfer account access; and

(iii) securely delete or return Club personal information.

(c) No person may open an account, book a facility, enter into a contract, or raise funds in the Club's name without the authorization of the Directors.

11.5 Privacy

(a) The Club must collect, use, retain, disclose, and safeguard personal information in accordance with applicable privacy law and the Club's privacy policy.

11.6 Notices and Communications

(a) The Club may send a notice or other record to a member by email to the address in the register of members, or by mail to the member's address in the Club's records.

(b) A record that the Act requires to be delivered to the Club's registered office must be delivered as the Act provides.

(c) Any other record may be sent to the Club's official email address published on its website.

(d) Only the Directors, and persons the Directors authorize, may communicate on behalf of the Club or the Board, or describe a communication as being from the Club or the Board.

(e) This Bylaw does not restrict any person from expressing their own views in their own name.

PART 12 – INDEMNITY AND INSURANCE

12.1 Indemnity

(a) Subject to the Act, the Club must indemnify current and former Directors and senior managers to the full extent permitted by law.

(b) The Club may indemnify officers, committee members, employees, coaches, and volunteers who act in good faith on Club business.

12.2 Insurance

(a) The Club must use reasonable efforts to maintain directors' and officers' liability insurance, general liability insurance, and other insurance appropriate to its activities and required by Volleyball BC or Volleyball Canada.

PART 13 – NOT-FOR-PROFIT OPERATION AND DISSOLUTION

13.1 Not-for-Profit Operation

(a) The Club must be carried on without purpose of gain for its members.

(b) Any income, profits, or other accretions must be used to promote the purposes of the Club.

(c) No portion of the Club's income or property may be distributed to its members, except for legitimate reimbursement of expenses or payments for services properly authorized by the Board and permitted by law.

13.2 Dissolution

(a) On winding up or dissolution, after payment of debts and liabilities, the Club's remaining assets must be transferred to one or more non-profit or charitable organizations in British Columbia with similar purposes, as determined by the members.

(b) No member is entitled to receive any remaining asset.

PART 14 – ALTERATION OF BYLAWS

14.1 Amendments

(a) These Bylaws may be amended, repealed, or replaced only by special resolution of the members at a duly called general meeting.

14.2 Notice of Amendments

(a) The proposed amendments must be provided to members with the notice of the general meeting in accordance with the Act.

PART 15 – GENERAL

15.1 First Annual General Meeting

(a) The first annual general meeting after incorporation must be held in the calendar year following incorporation, as required by the Act.

15.2 Severability

(a) If a provision of these Bylaws is determined to be invalid or unenforceable, the remaining provisions continue to the extent permitted by law.

15.3 Effective Date

(a) These Bylaws take effect when approved by special resolution and filed with the Registrar, if filing is required by the Act.