



Kamloops Long Blades Association

POLICY A: GOVERNANCE

Approved; April 1, 2022

Revised; November 12, 2023

Policy A – Governance

A-1 POLICY: The Authority Level of Governing Documents

1. Kamloops Long Blades Association is a Registered Society in the Province of British Columbia and must adhere to the current Society Act/Regulations, and other current laws as passed by the provincial and national governments, and applicable to the business of the organization.
2. The Kamloops Long Blade Association's primary governing documents are the Constitution and Bylaws. These two documents cannot contravene the BC Societies or other current provincial or national laws. The Constitution and By-laws may be more stringent and/or directive than the BC Societies Act/Regulations.
3. Policies, procedures, and regulations of KLB Association cannot contravene the BC Societies Act/Regulations, current provincial or national laws or the KLB Association Constitution and By-laws.
4. Individuals who take out membership with KLB Association are agreeing to abide by the Constitution and By-laws, and all Policies, Procedures and Regulations of the Kamloops Long Blades Association, by virtue of their membership.

A-1-1 PROCEDURE: Governing Documents and KLB Members

1. KLB Membership registration documents and membership communication vehicles will note acceptance of, and compliance with the KLB Constitution and By-Laws, and all Policies, Procedures and Regulations as a requirement of membership.

A-1-2 PROCEDURE: Revising the Constitution and Bylaws

1. The Constitution and Bylaws cannot be changed without following the proper procedures outlined in the BC Societies Act/Regulations and requires a resolution of the Association.

A-2 POLICY: Approval and Distribution of Policies and Procedures

1. The Kamloops Long Blades Association Policies and Procedures will be approved by the Board.
2. Policies and Procedures will be made available to Directors and all members upon request.

A-2 PROCEDURE: Approval and Distribution of Policies and Procedures.

1. Each member of the Board is responsible for keeping the KLB Policies current, based on the needs of KLB and requirement of external funders or other organizations.
2. Policies and Procedures may be reviewed annually by the Board and kept current with motions past at board meetings.
3. Recommendations for creation, revision or deletion of Policies and Procedures may be submitted to the Board of Directors by any KLB Director, member, or staff.
4. Recommendations should be submitted in writing to the Board and include:
 - a. current policy (if applicable).
 - b. rationale for development, revision, or deletion of a Policy and/or Procedure.
 - c. proposed new or revised Policy and/or Procedure.
 - d. contact information for the individual submitting the recommendation.
5. The President is responsible for ensuring that the most current version of approved Policies and Procedures are made available upon request and distributed electronically to Directors.
6. The current KLB Constitution and Bylaws will be made available upon request to members.
7. The current KLB Policies, Procedures Manual will be made available upon request to members.

A-3 POLICY: Organizational transparency

1. All KLB General Meetings will remain transparent to all members unless a conflict of interest is determined.
2. A conflict of interest is a situation in which a person is able to derive personal benefits from actions or decisions made in their official capacity as defined in the SSBC Conflict of Interest Policy.
3. All financial information will be made available upon request to members as outlined in Policy H.

A-3 PROCEDURE: Organizational transparency

1. Notice of general meetings, known as director or board meetings, will be given to membership.
2. Members can join meetings unless a conflict of interest is determined, as defined in the SSBC Conflict of Interest Policy.
3. All general meeting minutes will be made accessible to members upon request.
4. All financial information will be made available upon request to members as outlined in Policy H.