



Kamloops Long Blades Association

Policy B: Board of Directors and Membership

Approved; April 1, 2022

Revised; November 12, 2023

Policy B – Board of Directors and Membership

B-1 POLICY: Board of Directors

1. In accordance with KLB Bylaws, the Board of Directors is comprised of:
 - a. Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - b. Other Directors
2. Directors are elected by membership in accordance with KLB Bylaws.

B-1 PROCEDURE: Board of Directors

1. A call for nominations to the Board of Directors will be sent to all members with notice of the AGM.
2. Directors serve a one-year term.

B-2 POLICY: Board of Directors – Duties and Responsibilities

1. Each position on the Board of Directors will have a Job Description in accordance with By-law Part 6- Board Positions.
2. The general duties and responsibilities of all Directors shall be:
 - a. complying with the BC Societies Act and its regulations, including maintaining an acceptable standard of care for the organization and declaration of any true or perceived conflicts of interest between the Director and the Society.
 - b. complying with the Society's Constitution and By-laws, policies, and procedures, as properly adopted by the Directors and/or membership.
 - c. preparing for each Board of Directors general meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings.
 - d. participating in the Board's governance role of oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities.

B-2 PROCEDURE: Board of Directors – Duties and Responsibilities

1. The Directors duties are described in By-law Part-6. Conflicts as described in the SSBC Conflict of Interest Policy.

B-3 POLICY: Meetings of the Board of Directors

1. Meetings are called and held in compliance with By-Law 3.1.

B-3 PROCEDURE: Meetings of the Board of Directors

1. Meetings of the Board of Directors function in accordance with KLB By-law 3.
2. The Board has the option of meeting by video conferencing or any other electronic means.
3. The chair may not vote at a Board of Directors' meeting except to cast the deciding vote in the case of a tie.
4. In all meetings held by video conferencing and other electronic means, all those participating must be able to hear the other participants and be heard.

B-4 POLICY Categories of membership for KLB

1. Membership categories are determined through the registration system by SSBC and SSC.

B-5 POLICY: Membership Registration Fees

1. The annual individual Skater membership registration fees will be determined by the directors prior to the start of each skating season.
2. Other fees, such as Coach, Volunteer and Official fees, are determined by SSBC and/or SSC and can be found in their registration system.
3. Fundraising fees – the Board may decide prior to the start of the season to charge member families a fundraising fee.
4. The Skater membership of the club must consist of at least 75% less than 19 years of age to qualify for youth ice rates with the city of Kamloops.

B-5 PROCEDURE: Membership Registration Fees

1. All persons involved in any activities belonging to KLB are required to be registered according to the SSC/SSBC registration system prior to participation.

B-6 POLICY: Meetings

1. KLB Annual General Meeting will occur annually and is open to all interested parties as per the Constitution.
2. All members registered with the SSBC/SSC registration system, in good standing, and 16 years of age and older can vote at annual general meetings and special meetings.
3. Special meetings can be held at the discretion of directors.
4. General meetings, known as Director or Board Meetings, are open to all members in good standing.

B-7 POLICY: Insurance for KLB and Membership Activities

PREAMBLE

Insurance is purchased by Speed Skating BC, and provided to the clubs. Insurance is maintained by the KLB for the protection of its membership. Despite careful precautions, accidents can happen. This can result in an individual being sued by someone who claims injury or damages resulting from Speed Skating operations or events. Even if the individual is found to be blameless, litigation expenses could severely strain their resources. The KLB liability insurance will defend a member and pay for damages that may be awarded against them. In addition, KLB may consider purchasing of 'Directors and Officers insurance' each fall as approved by the board.

B-7 PROCEDURE: Insurance for KLB and Membership Activities

1. It is strongly recommended that where an injury has resulted during a recognized SSBC event that a claim form be filed immediately, whether the severity of the injury has been determined.
2. A Claim Form is inserted in all sanctioned packages when a sanction has been requested.
3. If a claim form is needed for other Speed Skating activities, i.e., practices, demonstration, mass start event, etc., forms are available from the SSBC website and downloaded or emailed to them.
4. The form must be completed within the statutory timeframe set out by the insurance company.

5. All Practice/Event locations must be added to the insurance before the start of any activities at a designated location.

B-8 POLICY: Criminal Record Checks

1. All members requested to complete a criminal record check are required to do so before participating in the activity that necessitates the request.