



# POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

## SECTION A – GOVERNANCE

### A-1 POLICY: The Authority Level of Governing Documents

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

### A-1-1 PROCEDURE: Governing Documents and SSBC Members

1. SSBC Membership registration documents and membership communication vehicles will note acceptance of, and compliance with SSBC 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. Resolutions for revision to SSBC Constitution and Bylaws must be submitted in accordance with By-Law 1.4.~~

#### **Rationale:**

Duplication. Covered in Bylaws

## A-2 POLICY: Approval and Distribution of Organizational Management Policies and Procedures

1. The ~~British Columbia Speed Skating Association~~ Speed Skating BC Organizational Management Policies and Procedures will be approved by the Board.
2. The Board may approve a policy from time to time which will be presented for ratification at the next Annual General Meeting.
3. Policies and Procedures will be made available to Directors, Committee members and all members through SSBC website.

**Rationale:**  
name update

## A-2 PROCEDURE: Approval and Distribution of Organizational Management Policies and Procedures

1. Each member of the Board and the Executive Director are responsible for keeping SSBC policies current, based on the needs of SSBC and requirements of external funders or other organizations.
2. Policies and Procedures will be reviewed annually by the ~~Governance Committee and presented to the~~ Board. ~~and the Executive Director.~~
3. Recommendations for creation, revision or deletion of Organizational Management Policies and Procedures may be submitted to the Board of Directors by any SSBC Director, Committee member, member or staff.
4. Recommendations should be submitted in writing to the President and Executive Director at least fourteen (14) days before an upcoming Board of Directors' meeting 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 (email and day phone) for the individual submitting the recommendation.
5. The Executive Director is responsible for ensuring that the most current version of approved Policies and Procedures is posted on SSBC website and distributed electronically to clubs, committees and Directors electronically.
6. The current SSBC Constitution and Bylaws will be posted on SSBC website and be no more than two (2) clicks from the member login page.
7. The current SSBC Policies, Procedures and Regulations Manuals will be posted on SSBC website and be no more than two (2) clicks from the member login page.

**Rationale:**  
Updated to reflect current procedures.

8. Individual or club members Members of SSBC will be provided with links or electronic copies of the Constitution and By-Laws, and Policies and Procedures and Regulations upon request.

**Rationale:**  
Updated to clarify wording and removal of regulations.

### A-3 POLICY: Governance – Organizational Structure

**Rationale:**  
Updated chart for change in Risk Management Committee.

