

COLLEGE HEIGHTS COMMUNITY ASSOCIATION BYLAWS

The bylaws of the Society are those set out in “Schedule B” of the Societies Act. The following are extracts from that schedule.

PART 1 – INTERPRETATION

1. (1) In these bylaws, unless the context otherwise requires.
 - (a) ‘Directors’ means the Directors of the Society for the time being;
 - (b) ‘Society Act’ means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - (c) ‘Registered Address’ of a member means his address as recorded in the register of members;
- (2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

PART 2 – MEMBERSHIP

3. The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws and in either case, have not ceased to be members.
4. Any adult (19 years and older) resident of the City of Prince George or a volunteer for the College Heights Community Association, may apply to the Directors for membership in the College Heights Community Association.
 - (1) Membership will be valid from Annual General Meeting to Annual General Meeting
 - (a) The Membership list will be available at the Annual General Meeting to renew memberships. Applications can be made at any time during the year. The application form will be made available.
 - (b) Memberships will only be approved at Directors’ meetings.
5. Every member shall uphold the constitution and comply by these bylaws.
6. The amount of the first annual membership dues shall be determined by the Directors, and after that the annual membership dues shall be determined at the Annual General Meeting of the Society.
7. A person shall cease to be a member of the Society:
 - (1) by delivering his resignation in writing to the Secretary of the Society, or by mailing or delivering it to the address of the Society;
 - (2) on his death or in the case of a corporation on dissolution;
 - (3) or expelled; or
 - (4) on having been a member not in good standing for six (6) consecutive months.
8. (1) A member may be expelled by a special resolution of the members passes at a general meeting.
 - (2) The notice of special resolution of expulsion shall be accompanied by a brief

statement of the reason, or reasons, for the proposed expulsion.

(3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

PART 3 – MEETINGS OF MEMBERS

9. General meetings of the Society shall be held at the time and place, in accordance with the Society Act, that the Directors decide.

10. Every General meeting, other than an Annual General Meeting is an Extraordinary General Meeting.

11. The Directors may, when they think fit, convene an Extraordinary General Meeting.

12. (1) Notice of a General Meeting shall specify the place, day and hour of meeting and in case of special business, the general nature of that business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

13. The first Annual General Meeting of the Society shall be held not more than fifteen (15) months after the date of incorporation and after that an Annual General Meeting shall be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last preceding Annual General Meeting.

PART 4 – PROCEEDINGS AT GENERAL MEETING

14. Special business is:

(1) all business at an Extraordinary General Meeting except the adoption of the rules of order; and

(2) all business transacted at an Annual General Meeting, except;

(a) the adoption of the rules of order;

(b) the consideration of the financial statements;

(c) the report of the Directors

(d) the report of the Auditor, if any;

(e) the election of Directors;

(f) the appointment of the Auditor, if required; and

(g) the other business that. Under these bylaws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

15. (1) No business, other than the election of a Chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(3) A quorum is three members present.

16. If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week at the same time and place, and if, at the adjourned meeting a quorum is not present within thirty (30) minutes if the time appointed for the meeting, the members present constitute a quorum.
17. Subject to bylaw 19, the Chairman of the Society, the Vice-Chairman or in the absence of both, one of the other Directors present, shall preside as Chairman of the general meeting.
18. If at a general meeting
 - (1) there is no Chairman, Vice-Chairman, or other Director present within fifteen (15) minutes after the time appointed for holding the meeting; or
 - (2) the Chairman and all the other Directors present are unwilling to act as Chairman, the members present shall choose one of their number to be Chairman.
19. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (2) When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
20. (1) No resolution proposed at a meeting need be seconded and the Chairman may move or propose a resolution.
 - (2) In case of an equality of votes the Chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
21. (1) A member in good standing present at a meeting of members is entitled to one vote.
 - (2) Voting is by show of hands
 - (3) Voting by proxy is not permitted.
22. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the society.

PART 5 – DIRECTORS AND OFFICERS

23. (1) The Directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a General Meeting, but subject, nevertheless, to
 - (a) all the laws affecting the Society
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in a General Meeting
- (2) No rule, made by the Society in General Meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.

24. Directors

- (1) The Chairman, Vice-Chairman, Secretary, Treasurer and one or more other persons shall be the Directors of the Society.
- (2) The number of Directors shall be five or a greater number determined from time to time at a General Meeting.

25. Election of Officers

- (1) The term for each Director shall be 2 years. Effort shall be made to ensure an overlap of terms so that not all Directors reach an end of term in the same year.
- (2) The Directors shall retire from office at the Annual General Meeting when their term ends and a successor shall be elected.
- (3) Separate elections shall be held for each office to be filled.
- (4) An election may be by acclamation; otherwise it shall be by ballot.
- (5) If no successor is elected the person previously elected or appointed continues to hold office.

26. Appointment of Directors

- (1) The Directors at any time and from time to time, appoint a member as a Director to fill a vacancy in the Directors. A Director so appointed will hold office only until the conclusion of the next following Annual General Meeting of the Society, but is eligible for re-election at that meeting.
- (2) Directors shall confirm their appointment by written consent if they are not in attendance at the meeting which they were appointed director.

27. Resignation of a Director

- (1) If a Director resigns his office or otherwise ceases to hold office, the remaining Directors shall appoint a member to take the place of the former Director.

28. The members may by special resolution remove a Director before the expiration of his term or office and may elect a successor to complete the term of office.

29. No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

PART 6 – PROCEEDINGS OF DIRECTORS

30. (1) The Directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

(2) The Directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the Directors then in office.

(3) The Chairman shall be Chairman of all meetings of the Directors, but if at a meeting the Chairman is not present within thirty (30) minutes after the time appointed for holding the meeting the Vice-Chairman shall act as Chairman; but if neither is present may choose one of their number to be Chairman at that meeting.

(4) A Director may at any time, and the Secretary, on the request of a Director, shall convene a meeting of the Directors.

31. (1) The Directors may delegate any, but not all, of their powers so delegated shall conform to any rules imposed on it by the Directors, and shall report every act or thing

done in exercise of those powers to the earliest meeting of the Directors to be held next after it has been done.

(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Directors to be held next after it has been done.

32. A committee shall elect a Chairman of its meetings; but if no Chairman is elected, or if at a meeting the Chairman is not present within thirty (30) minutes after the time appointed for holding the meeting, the Directors present who are members of the committee shall choose one of their number to be Chairman of the meeting.

33. The members of a committee may; meet and adjourn as they think proper.

34. For a first meeting of Directors held immediately following the appointment of election of a Director of Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of the Directors is present.

35. A Director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, email, or any meeting of the Directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(1) no notice of meeting of Directors shall be sent to that Director, and

(2) any; and all meetings of the Directors of the Society, notice of which has not been given for that Director shall. If a quorum of the Directors is present, be valid and effective.

36. (1) Questions arising at a meeting of the Directors and Committee of Directors shall be decided by a majority of votes.

(2) In case of an equality of votes the Chairman does not have a second or casting vote.

37. No resolution proposed at a meeting of Directors or committee of Directors need to be seconded and the Chairman of a meeting may move or proposed a resolution.

38. A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed a meeting of Directors.

PART 7 – DUTIES OF OFFICERS

39. Chairman

The Chairman shall;

(1) Preside at all meetings of the Society and of the Directors.

(2) Be the Chief Executive Officer of the Society and supervise the other officers in the execution of their duties.

40. Vice- Chairman

The Vice- Chairman shall carry out the duties of the Chairman during his absence.

41. Secretary

The Secretary shall;

(1) Conduct the correspondence of the Society;

(2) Issue notices of meetings of the Society and the Directors

- (3) Keep minutes of all meetings of the Society and the Directors
- (4) Have custody of all records and documents of the Society except those required to be kept by the Treasurer;
- (5) Maintain the register of members
- (6) The records shall be kept at a Society Office

42. Treasurer

The Treasurer shall;

- (1) Keep the financial records, including the books of accounts, necessary to comply with the Societies Act; and
- (2) Render financial statements to the Directors, members and others when required.

43. (1) The offices of Secretary and Treasurer may be held by one person who shall be known as Secretary Treasurer.

- (2) When a Secretary Treasurer holds office the total number of Directors shall not be less than five (5) or the greater number that may be determined pursuant to Bylaw 25(2).

44. In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.

PART 8 – BORROWING

45. In order to carry out the purposes of the Society the Directors may on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.

46. No debenture shall be issued without the sanction of a Special Resolution.

47. The members may by Special Resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next annual general meeting.

PART 9 – AUDITOR

48. This part applies only when the Society is required or has resolved to have an auditor.

49. The first Auditor shall be appointed by the Directors who shall also fill all vacancies occurring in the office of Auditor.

50. At each Annual General Meeting the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next Annual General Meeting.

51. An Auditor may be removed by ordinary resolution.

52. An Auditor shall be promptly informed in writing of appointment or removal.

53. No Director and no employee of the Society shall be Auditor.

54. The Auditor may attend General Meetings.

PART 10 – NOTICE OF MEMBERS

55. A notice may be given to a member, either personally, email, or by mail to him at his registered address.

56. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove

the notice was properly addressed and put in a Canadian post office receptacle.

57. (1) Notice of a General Meeting shall be given to:

- (a) every member shown on the register of members on the day notice is given;
- and
- (b) the Auditor, if Part 10 applies.

(2) No other person is entitled to receive a notice of General Meeting.

PART 11 – BYLAWS

58. Rights of Members

On being admitted to membership, each member is entitled to, and the Society shall give him, without charge a copy of the Constitution and Bylaws of the Society.

59. Alteration of Bylaws

These bylaws shall not be altered or added to except by Special Resolution.

PART 12 - DISSOLUTION OF THE SOCIETY

Upon the winding up or the dissolution of the Society and after payments of all debts and accounts, any monies or assets remaining in the name of the Society shall be donated to a non-profit organization operating in College Heights with goals similar to the purposes of the society and /or educational institutions in the College Heights area as may; be approved by the Directors. This provision has been previously unalterable.