

## Constitution and By Laws

### Lakeview Community Centre Society

1. The name of the Society is the: LAKEVIEW COMMUNITY CENTRE SOCIETY
  
2. The purpose of the Society is to:
  - a.) Operate and maintain a community centre and adjacent grounds so that it may be used for various community events, seminars, workshops, programs, and recreational activities which will benefit the general public.
  
  - b.) To provide shelter and assistance for the members of the community during a general emergency or disaster.

## **PART 1. Definition and Interpretation**

In these Bylaws:

“**Act**” means the Societies Act of British Columbia as amended from time to time; “**Board**” means the directors of the Society; “**Bylaws**” means these Bylaws as altered from time to time; “**AGM**” means Annual General Meeting of the general membership; “**General Meeting**” means a meeting of the general membership; “**Director’s Meeting**” means a meeting of the Directors.

Bylaws.

If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

## **PART 2. Membership**

**2.1** Any person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application.

**2.2** Every member must uphold the constitution of the Society and must comply with these By Laws.

**2.3** The amount of the annual membership dues must be determined by the Board.

**2.4** Membership is from January 1 to December 31. New members who wish to vote at the Annual General Meeting must have paid their dues thirty days before the AGM.

**2.5** A person ceases to be a member of the Society by:

a) being expelled; being a member not in good standing for six months.

**2.6** All members are in good standing except a member who has failed to pay their current annual membership fee or any other subscription or debt due to the society, and they are not in good standing so long as the debt remains unpaid.

**2.7** A voting member who is not in good standing may not vote at a general meeting

**2.8.1** A member may be expelled by a special resolution of the members at a general meeting.

**2.8.2** The notice of a special resolution for expulsion shall be accompanied by a brief statement on the reasons for the proposed expulsion.

## Part 3 – General Meeting of Members

### **Time and place of general meeting**

**3.1** General meetings of the Society shall be held in accordance with the Societies Act, and in April and November at the Lakeview Centre.

**3.2** At a general meeting, the following business is ordinary business:

- a) adoption of rules of order;
- b) consideration of any financial statements of the Society presented to the meeting;
- c) consideration of the reports, if any, of the directors or auditor;
- d) election or appointment of directors;
- e) appointment of an auditor, if any;
- f) business arising out of a report of the directors not requiring the passing of a special resolution.

### **Notice of special business**

**3.3** A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at a meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business

### **Majority required for special resolution**

**3.4** A vote on a special resolution requires a two thirds majority of members present to pass.

### **Frequency of Annual General Meetings**

**3.4** The Annual General Meeting must be held within 15 months of the previous Annual General Meeting

### **Chair of general meeting**

**3.5** The following individual is entitled to preside as the chair of a general meeting:

- a) the individual, if any, appointed by the Board to preside as the chair;
- b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
  - (i) the president
  - (ii) the vice-president, if the president is unable to preside as the chair, or
  - (iii) one of the directors present at the meeting, if both the president and vice president are unable to preside as the chair.

### **Alternate chair of general meeting**

**3.6** If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

### **Quorum required**

**3.7** Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

### **Quorum**

**3.8** The quorum for the transaction of business at a general meeting is 10% of the voting members.

### **Lack of quorum at commencement of meeting**

**3.9** If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present.

- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the meeting the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

### **If quorum ceases to be present**

**3.10** If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Adjournments by chair**

**3.11** The chair of a general meeting may, or, if so directed by the voting members at the meeting, must adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

### **Notice of continuation of adjourned general meeting**

**3.12** It is not necessary to give notice of a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

### **Order of business at general meeting**

**3.13** The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum
- (c) approve the agenda
- (d) approve the minutes from the last general meeting
- (e) deal with unfinished business from the last general meeting
- (f) if the meeting is an annual general meeting.
  - (i) receive the directors report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
  - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
  - (iii) elect or appoint directors, and
  - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;

(h) terminate the meeting.

### **Methods of voting**

**3.14** At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

### **Announcement of result**

**3.15** The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

### **Proxy voting not permitted**

**3.16** Voting by proxy is not permitted.

### **Matters decided at general meeting by ordinary resolution**

**3.17** A matter to be decided at a general meeting must be decided by ordinary resolution, unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

## **Part 4 – Directors**

### **Number of directors on Board**

**4.1** The Society must have no fewer than 3 and no more than 11 directors.

### **Election or appointment of directors**

**4.2** At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

### **Directors may appoint or fill casual vacancy on Board**

**4.3** The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

### **Term of appointment of director filling casual vacancy**

**4.4** A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

## **Part 5 – Directors’ Meetings**

### **Calling directors’ meetings**

**5.1** A directors’ meeting may be called by the president or by any 2 other directors.

### **Notice of directors’ meetings**

**5.2** At least 2 days’ notice of a directors’ meeting must be given unless all of the directors agree to a shorter notice period.

### **Proceedings valid despite omission to give notice**

**5.3** The accidental omission to give notice of a director’s meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

### **Conduct of directors’ meetings**

**5.4** The directors may regulate their meetings and proceedings as they think fit.

### **Quorum of directors**

**5.5** The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

## **Part 5 – Board Positions**

### **Election or appointment to Board Positions**

**6.1** Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer

### **Directors at large**

**6.2** Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

### **Role of president**

**6.3** The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

### **Role of vice-president**

**6.4** The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

### **Role of secretary**

**6.5** The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

### **Absence of secretary from meeting**

**6.6** In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

### **Role of treasurer**



**6.7** The treasurer is responsible for doing, or making the necessary arrangements for the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements'
- (d) making the Society's filings respecting taxes.

## **Part 7- Remuneration of Directors and Signing Authority**

### **Remuneration of Directors**

**7.1** These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided to the Society in another capacity.

### **Signing Authority**

**7.2** A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director;
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) If the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

## **Part 8- Bylaws**

**8.1** These Bylaws may be amended or revised by special resolution at a general meeting. 30 days written notice of all proposed amendments and revisions must be

posted on the Society's social media or internet site and at the Lakeview Centre and emailed to all members.

**8.2** A two thirds (2/3) majority vote of members present is required to amend or revise these Bylaws.

### **Part 9 – Dissolution**

**9.1** On the winding up and dissolution of the Society, the assets, rights, contracts and privileges of the Society shall pass to another appropriate charitable or non-profit organization in the North Shuswap, whose purposes are of a like nature and kind to the purposes of the Society, at the discretion of the remaining Society members.