

## The Townships Project By-Laws

(Schedule B of The Society of Act of British Columbia in effect at July 8, 2009, together with the revisions dated November 22, 2002 and registered on December 13, 2002 with the Registrar of Companies)

### Part 1 – Interpretation

1 (1) In these bylaws, unless the context otherwise requires:

**"directors"** means the directors of the society for the time being;

**"Society Act"** means the *Society Act* of British Columbia from time to time in force and all amendments to it;

**"registered address"** of a member means the member's address as recorded in the register of members;

**"registered e-mail address"** of a members means the member's email 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 become members, in accordance with these bylaws and, in either case, have not ceased to be members.

- 4 A person may apply to the directors for membership in the society and on acceptance by the directors is a member.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 7 A person ceases to be a member of the society
  - (a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on his or her death or, in the case of a corporation, on dissolution,
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.
- 8
  - (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 — Meetings of Members**

- 10 General meetings of the society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
- 11 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12 The directors may, when they think fit, convene an extraordinary general meeting.
- 13 (1) Notice of a general meeting must specify the place, day and hour of the 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.
- 14 The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **Part 4 — Proceedings at General Meetings**

- 15 Special business is
  - (a) all business at an extraordinary general meeting except the adoption of rules

of order, and

(b) all business conducted at an annual general meeting, except the following:

(i) the adoption of rules of order;

(ii) the consideration of the financial statements;

(iii) the report of the directors;

(iv) the report of the auditor, if any;

(v) the election of directors;

(vi) the appointment of the auditor, if required;

(vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.

16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not 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 must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.

17 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must 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 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

18 Subject to bylaw 19, the president of the society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.

19 If at a general meeting

(a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or

(b) the president and all the other directors present are unwilling to act as the chair,

the members present must choose one of their number to be the chair.

20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted 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 10 days or more, notice of the adjourned meeting must 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 conducted at an adjourned general meeting.

21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.

(2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.

22 (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) In the absence of any member at any general meeting of members such member may, by proxy in writing, appoint a person who is present at such a meeting to vote in the place of such absent member.

(4) Any person of majority age may act as proxyholder whether or not he or she is entitled on his or her own behalf to be present and to vote at the meeting at which he or she acts as proxyholder.

(5) The proxy shall be delivered to the secretary-treasurer of the Society before or at the time for holding the meeting at which the person named in the proxy proposes to vote, and in default the instrument of proxy shall not be treated as valid.

(6) An instrument appointing a proxy may be in the following form, or in any other form that the Directors shall approve;

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province/State of \_\_\_\_\_, hereby appoint \_\_\_\_\_, of \_\_\_\_\_, as my proxy to vote for me and on my behalf at the (annual or special, as the case may be) general meeting of members to be held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and at any adjournment thereof.

Signed at \_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_\_\_.

23 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 must be considered as a member for all purposes with respect to a

meeting of the society.

## **Part 5 – Directors and Officers**

- 24 (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that 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 laws affecting the society,
  - (b) these bylaws, and
  - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- (2) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25 (1) The president must be both a director and a member.
- (2) The secretary-treasurer must be both a director and a member.
- (3) The number of directors shall be such number, not being less than three or greater than eleven, as may be determined from time to time by ordinary resolution.
- (4) The applicants for incorporation shall be the first directors of the Society and their term of office shall be until the first annual general meeting of members.
- (5) A director may hold any office or place of profit in the Society in conjunction with his or her office of director for the period and on such terms as the directors determine and, subject to the Society Act, no director shall be disqualified from contracting with the Society by virtue of holding such office or place of profit.

- 26 (1) Every director shall retire from office at the close of the annual general meeting of members in the year in which his or her term expires, but if no successor is elected and the result is that the number of directors would fall below three, the person previously elected as director continues to hold office until such time as a successor director is elected.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation, otherwise it must be by ballot.
- (4) The directors may, in their discretion, and prior to such office being filled, determine the term of each office or director, but such term is not to exceed three years.
- (5) Unless otherwise determined by the directors, the term of office of a director shall be three years.
- (6) Where a director is elected by the members at an annual general meeting of members, the director shall take office at the close of such meeting.
- 27 (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- (2) If a director resigns his or her office or otherwise ceases to hold office prior to the expiration of his or her term of office and the result is that the number of directors would fall below three, the remaining directors must appoint a member to take the place of the former director.
- (3) A director appointed under either Bylaw 27(1) or Bylaw 27(2) holds office until the conclusion of the next annual general meeting.
- 28 An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.

29 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

31 (1) The Society hereby acknowledges that each and every director and officer of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that every director and officer of the Society and his or her heirs, personal representatives and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Society for all amounts and damages which such director or directors or officer or officers sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him, her or them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him, her or them in or about the execution of the duties of his, her or their offices, and also from and against all other costs, charges and expenses which he, she or they sustain or incur in or about or in relation to the affairs of the Society except costs, charges or such expenses as are incurred by his, her or their own willful negligence or default.

(2) The Society shall, to the fullest extent permitted by the Society Act, indemnify and hold harmless, every person heretofore, now or hereafter serving as a director, officer or agent of the Society and his or her heirs and personal representatives.

(3) Expenses incurred with respect to any claim, action, suit or proceeding against an officer or director of the Society may be advanced by the Society prior to the final disposition thereof in the discretion of the directors and upon receipt of an undertaking satisfactory in form and amount to the directors by or on behalf of the recipient to repay such amount in the event it is ultimately determined that he or she is not entitled to indemnification hereunder.

(4) The Society shall apply to the Court for any approval of the Court that may be required to make the indemnities herein effective and enforceable.

(5) The failure of a director or officer of the Society to comply with the provisions of the Society Act or these bylaws shall not invalidate any indemnity to which he or she is

entitled under this Part.

(6) The directors may cause the Society to purchase and maintain insurance for the benefit of any person and his or her heirs and personal representatives against any liability incurred by that person resulting from him or her acting as a director, officer, employee or agent of the Society or as a director or officer of any corporation or society because of his or her relationship to the Society.

(7) Each director and officer of the Society upon being elected or appointed shall be deemed to have contracted with the Society on the terms of the foregoing indemnities.

## **Part 6 – Proceedings of Directors**

- 32 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- (5) Any meeting of the directors or any committee may be held, or any director or committee person may participate in any meeting of the directors or any committee as the case may be, by conference call or similar communication equipment or device provided that all the directors or committee persons entitled to attend such meeting have consented generally or in respect of the particular meeting to conducting the meeting in this manner and so long as all the directors or committee persons so participating in the meeting can hear and respond to one another.
- (6) All such directors or committee persons participating in a meeting referred to in Bylaw 32 (5) shall be deemed to be present in person at the stated location of

such meeting and, notwithstanding anything to the contrary in these bylaws, shall be entitled to vote by a voice vote recorded by the secretary treasurer of such meeting.

- 33 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 34 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 35 Subject to these bylaws and subject to any rules imposed upon the committee by the directors, the members of a committee may meet and adjourn as they think proper.
- 36 The directors may form a Nominating Committee of the Board in accordance with these bylaws, subject to the following considerations:
- (a) At the first meeting of directors held immediately following each annual general meeting of members, the directors may appoint three of their number to the Nominating Committee of the Board.
  - (b) The Nominating Committee of the Board may nominate candidates for the offices of director at any time such offices are vacant.
  - (c) The Nominating Committee may nominate candidates for the offices of director who, in the opinion of the Nominating Committee, are able to contribute to the operation, leadership, or welfare of the Society by virtue of his or her particular position, office, employment, talent or skill.
37. The directors may form an Advisory Council in accordance with these bylaws subject to the following rules:

(a) The purpose of the Advisory Council shall be to provide advice and counsel to the directors on issues of Society policy and profile.

(b) The directors shall appoint persons to the Advisory Council who, in the opinion of the directors, are considered worthy of such appointment, and the directors shall determine the terms of each such appointment.

© The directors shall determine the size and specific functions of the Advisory Council.

(d) The Advisory Council shall not have the legal powers to direct the acts and operations of the Society.

(e) The Advisory Council shall hold meetings at such time and place as is determined by the directors.

38 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the 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.

39. 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, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

(a) a notice of meeting of directors is not required to be sent to that director, and

(b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

40 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

(2) In the case of a tie vote, the chair does not have a second or casting vote.

41 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.

42 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 at a meeting of directors.

## **Part 7 – Duties of Officers**

43 (1) The president presides at all meetings of the society and of the directors.

(2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.

44 The vice president must carry out the duties of the president during the president's absence.

45 The secretary must do the following:

(a) conduct the correspondence of the society;

(b) issue notices of meetings of the society and directors;

(c) keep minutes of all meetings of the society and directors;

(d) have custody of all records and documents of the society except those required to be kept by the treasurer;

(e) have custody of the common seal of the society;

(f) maintain the register of members.

46 The treasurer must

(a) keep the financial records, including books of account, necessary to comply with the *Society Act*, and

(b) render financial statements to the directors, members and others when required.

47 (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

(2) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 25 (2).

48 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

## **Part 8 – Seal**

49 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

50 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

## **Part 9 – Borrowing**

- 51 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 that power, by the issue of debentures.
- 52 A debenture must not be issued without the authorization of a special resolution.
- 53 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 10 — Auditor**

- 54 This Part applies only if the society is required or has resolved to have an auditor.
- 55 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 56 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 57 An auditor may be removed by ordinary resolution.
- 58 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 59 A director or employee of the society must not be its auditor.
- 60 The auditor may attend general meetings.

### **Part 11 — Notices to Members**

- 61 A notice may be given to a member, either personally, by mail, or by electronic mail to the member at the member's registered address or registered e-mail address.
- 62 A notice sent by mail is deemed to have been given on the second day following the day 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.
- 63 (1) Notice of a general meeting must 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 a general meeting.

## **Part 12 – Bylaws**

- 64 On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.
- 65 These bylaws must not be altered or added to except by special resolution.