

NORTH WESTSIDE COMMUNITIES ASSOCIATION CONSTITUTION

1. Name of the Society:

- 1.1. The name of the Society shall be North Westside Communities Association (hereinafter referred to as "the Association").

2. Mandate:

- 2.1. To advocate for and represent members of the Association on issues within the Regional District of the Central Okanagan to the benefit of the community;
- 2.2. To do all acts necessary or desirable for the benefit of the members of the community residing within the same physical boundaries as those of the North Westside Fire Rescue department;
- 2.3. To maintain and administer the operations of the Killiney Beach Community Hall and Annex to the benefit of the members of the Association;

3. Dissolution:

- 3.1. In the event of the dissolution of the Association all assets will be deeded to the Regional District of the Central Okanagan to be held in trust for the benefit of the community.

NORTH WESTSIDE COMMUNITIES ASSOCIATION

BYLAWS

1. Membership and Terms of Admission

1.1. Membership

A person shall become a member by paying current membership dues and upon completion of a Membership Application.

1.2. Membership is purchased/renewed on an annual basis.

1.3. Member must be at least 19 years of age.

1.4. Members shall reside in the geographic area (the Community) as defined in Sec. 2.2 of the Constitution.

2. Voting

2.1. Every Member shall have one vote and voting rights are not transferable and can be exercised only in person.

2.2. To be eligible to vote at any Special or General meeting, the Member must have completed a Membership Application form and paid dues prior to the meeting being called-to-order and must be present when the vote is called.

2.3. Voting may be by show of hands or by ballot except for election of Executive Officers which shall be by ballot (where necessary).

2.4. Scrutineers (if requested) will be approved by the membership present at the meeting.

2.5. Spoiled ballots:

2.5.1. A ballot shall not be counted if:

- a. the ballot is not presented on the official form distributed at the meeting;
- b. the ballot has been altered to include the names of persons not duly nominated;

2.5.2. Spoiled ballots shall be put to one side and the number reported to the Chair of the meeting to be announced at the meeting prior to the consideration of a motion to destroy the ballots.

2.5.3. A member may request to view such ballots at any time prior to the destruction of the ballots.

2.5.4. Ballots shall be destroyed 14 days after the date of the vote.

2.6. In the event of a tie vote, the Chair will cast the deciding vote by lottery.

3. Meetings

3.1. The Annual General Meeting of the Association shall be held once per calendar year and no more than 18 months after the preceding Annual General Meeting. Fourteen (14) days notice of such meeting shall be given by written notification within the Community and at the Killiney Beach Community Hall on the Notice Boards.

3.2. Special General Meetings may be called at any time by the Board and the same notice shall be given as for the Annual General Meeting.

- 3.3. The Board shall call a Special General Meeting on written request of ten (10) percent or more of the current membership of the Association. Such a request will:
 - 3.3.1. be made in writing to the Board;
 - 3.3.2. be signed by the requisitioning Members;
 - 3.3.3. state the purpose of the meeting;
 - 3.3.4. be delivered by registered letter to the address of the Association within the time frame specified in the Societies Act.
- 3.4. Ten (10) Members in good standing constitute a quorum at an Annual General Meeting.

4. Board Members

- 4.1. Members shall elect a President, Vice President, Secretary, Treasurer and Directors at the Annual General Meeting.
- 4.2. The Executive Officers of the Association shall consist of the President, Vice President, Secretary and Treasurer. Should one of these positions not be filled at the Annual General Meeting the Board may fill the vacancy with one of the elected Directors.
- 4.3. The remaining number of Directors elected, in addition to the Executive Officers, shall number at least 6 (six) and no more than 8 (eight).
- 4.4. A quorum for regular Board meetings shall consist of a minimum of 7 Directors (a combination of Executive Officers and Directors).
- 4.5. Executive Officers of the Association will normally hold office until the next Annual General Meeting.
- 4.6. Directors will hold office for two (2), one-year terms with the objective of only 50% turnover of Directors occurring in each year thereby ensuring continuity on the Board.
- 4.7. In the event that a Board member resigns or is unable to fulfill their term of office, the Board may appoint a member of the Association to fill the vacancy until the next Annual General Meeting.

The Board will attempt to first fill the vacancy by appointing a Member who was nominated to become a Director at the preceding Annual General Meeting and, only if unsuccessful in such an attempt, may then attempt to fill the vacancy from the membership at large.

 - 4.7.1. An office becomes vacant if:
 - a. the incumbent resigns;
 - b. the incumbent ceases to be a Member of the Association;
 - c. the incumbent is removed by a Special Resolution duly carried out at a Special General Meeting.
- 4.8. No Board Member shall hold more than one office concurrently.
- 4.9. The Vice President shall assume the duties of the President in their absence.
- 4.10. In the event of the absence of both the President and Vice President, the remaining Board members shall elect a Chairperson for the meeting.
- 4.11. Meetings of the Board shall be called by the President or delegate on a regular basis with no more than 60 days to elapse between meetings.
- 4.12. Officers and Directors shall:
 - 4.12.1. act honestly and in good faith and in the best interests of the membership and exercise, with the care, diligence and skill of a prudent person, their duties and responsibilities.
 - 4.12.2. have full control and management of the business of the Association.

- 4.12.3. Hold confidential all discussions of the Board held In Camera and the results of votes (both In Camera and taken at Regular Meetings of the Board).
- 4.13. No remuneration shall be paid to the Officers or Directors but they shall be entitled to be reimbursed for expenses properly incurred in the performance of their duties on behalf of the Association with prior approval of the Board.
- 4.14. There are no paid employees of the Association but, should such a position be created, a paid employee of the Association may not be a member of the Board.
- 4.15. Termination of Directors or Executive Officers position:
A Board Member shall be considered to have resigned when they are absent from 3 consecutive meetings of the Board without prior notification to and approval by the Board.

5. Finances

- 5.1. The President may authorize Membership/Association-related expenditures of up to One Hundred Dollars (\$100.00) without prior Board approval.
- 5.2. Routine operating expenses (eg. heat, power, etc.) shall be paid by the Treasurer without prior authorization.
- 5.3. Capital or operating expenses in excess of Three Thousand Dollars (\$3000.00) per complete project must be approved by the Board of Directors at a regular meeting.
- 5.4. Grant expenditures and donations MUST be used for the specified purpose for which they were received.
- 5.5. Signing authority for the Association shall consist of the signature of either the President, Vice President or Treasurer.
- 5.6. The Board shall adhere to all Federal and Provincial employment legislation when hiring employees or contractors.

6. Audit of Accounts

- 6.1. The books and accounts of the Association shall be kept by the Treasurer.
- 6.2. The books shall be reviewed once per year by two (2) Members of the Association appointed at the Annual General Meeting.
- 6.3. Said members shall review the books 2 months prior to the Annual General Meeting and shall report the results to the Membership at the AGM.

7. Seal

- 7.1. The Seal of the Association shall be in the custody of the Secretary.

8. Amendments to the Bylaws

- 8.1. The bylaws may be amended by Special Resolution passed by a 75% (seventy-five) per cent majority of the membership in attendance at a Special or Annual General Meeting.
- 8.2. Written notice of the Special Resolution and proposed amendments must be publically posted at least 14 (fourteen) days prior to the meeting at which they are to be considered (see Sec 3.1).

9. Records of the Association

- 9.1. The Secretary shall have custody of all the books and records of the Association with the exception of the financial records held by the Treasurer.
- 9.2. Minutes of all Board, General, Special and Committee meetings will be kept with Association records and shall be the responsibility of the Secretary.
- 9.3. In the event of the absence or removal of the Secretary or Treasurer, the Association records shall be placed in the custody of the Board.

10. Inspection of Records by Members

- 10.1. The financial books and records and the minutes of the Association may be inspected by any Member of the Association.
- 10.2. The Member(s) must give a minimum of 7 days notice to the Executive Officer who has custody of the requested records and said records shall be viewed at a mutually agreed upon time and location.
- 10.3. Original documents must be viewed in the presence of the Executive Officer.
- 10.4. A Member is entitled to copies of aforementioned records which will be supplied by the Board and any costs incurred will be borne by the Member.

11. Privacy Policy

The Association will abide by the privacy legislation enacted by the Province of British Columbia and the Government of Canada.

DATED THIS 13th DAY of July , 2011

signature of President

Name of President: Val Trevis

signature of Secretary

Name of Secretary: Marsali MacIver