



**T.K. SPARKS**

# Oceanside Community Safety Volunteers

Incorporation Number: S0035379

Business Number: 867509176BC0001

## Preamble to Bylaws

1. a) The Vision of the Society: A safe and crime-free community.  
  
b) The Purposes of the Society are to deter unlawful activity and promote awareness of safety within Oceanside by presenting the following programs:
  - Block Watch
  - Child Identification Kit
  - Citizens on Patrol
  - Community Events
  - Keeping in Touch
  - Medical Alert Kit
  - Traffic Watch
  - together with any other programs or activities
    - (a) requested by the Detachment Commander of the Oceanside RCMP Detachment and approved by the Board of Directors, or
    - (b) considered by the Board of Directors to support a safe and crime-free community.
2. The organization shall be carried on without purpose of gain for its members, any profits or other gains to the organization shall be used in promoting its objectives.
3. In the event of dissolution or winding up of the Society, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations including non-profit societies.
4. The provisions of paragraphs 2 and 3 and this paragraph are unalterable.

## Bylaws

### Part 1- Definitions and Interpretation

#### Definitions

##### 1.1 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**" mean these Bylaws, as altered from time to time.

"**P.I.C**" means a Police Information Check provided by the Oceanside RCMP Detachment or an alternate or higher-level security clearance approved by the RCMP.

## **Definitions in Act apply**

1.2 The definitions in the Act apply to these Bylaws.

## **Conflict with Act or regulations**

1.3 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 -Members**

### **Application for membership**

2.1.1 A person may apply for membership to the Society by filing the prescribed application form, and the person becomes a member upon the successful completion of the application process.

2.2 To qualify for membership, a person must

(a) be nineteen (19) years of age or older;

(b) reside in or own or operate a business in the area described as School District 69 in the School Act;

(c) submit to and pass security screening provided by the RCMP as required;

(d) undergo and successfully complete any interview or test prescribed from time to time by the Board.

### **Duties of members**

2.3 Every member must uphold the constitution of the Society and must comply with these Bylaws.

### **Amount of membership dues**

2.4 The amount of the annual membership dues, if any, must be determined by the Board.

### **Member in good standing**

2.5 To be a member in good standing, the member must have paid the current annual membership dues, if any, have participated in OCSV programs for a minimum of ~~6~~ hours over the previous 12-month period and possess a current P.I.C certification.

2.5.1 Eligibility for service recognition awards will be offered to those individuals who maintain 48 hours of participation over a 12-month period.

### **Member not in good standing**

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2.6 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, or does not participate in OCSV programs for a minimum of 6 hours over the previous 12-month period or does not possess a current P.I.C certification.

### **Member not in good standing may not vote**

**2.6.1** A voting member who is not in good standing;

- (a) may not vote at a general meeting, and
- (b) Is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

### **Termination of membership if member not in good standing**

**2.7** A person's membership in the Society is terminated if the person is not in good standing for 12 consecutive months.

**2.7.1** A person's membership in the Society may be terminated by the Board if any of the following occur:

- (a) the member does not maintain a current P.I.C., or
- (b) the current P.I.C. reports a violation that would draw into question the member's eligibility to participate as a volunteer for the Society's programs or events, or
- (c) the Board determines, after giving not less than 7-days' written notice to the member and providing the member an opportunity to be heard, that the member is not acting in the best interests of the Society.

## **Part 3 - General Meetings of Members**

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

**3.1** A general meeting must be held at the time and place the Board determines or by electronic meeting as the Board determines.

### **Ordinary business at general meeting**

**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 the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

### **Chair of general meeting**

- 3.4** 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 Chair of the Board, or
    - (ii) the Vice-Chair of the Board, if the Chair of the Board is unable to preside as the meeting chair, or
    - (iii) one of the other directors' present at the meeting if both the Chair and Vice-Chair are unable to preside as the chair.

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

- 3.5** 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**

- 3.6** 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 in attendance.

### **Quorum for general meetings**

- 3.7** The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

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

- 3.8** If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not in attendance,
- (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, if applicable, 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 continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

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

**3.9** 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 in attendance or until the meeting is adjourned or terminated.

#### **Adjournments by chair**

**3.10** 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**

**3.11** It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at 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**

**3.12** 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**

- 3.13** 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**

- 3.14** 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**

- 3.15** Voting by proxy is not permitted.

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

- 3.16** 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 9 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 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

remaining term of the office of the individual whose departure from office created the vacancy up to the date of the next annual general meeting.

## **Part 5 - Directors' Meetings**

### **Calling directors' meeting**

**5.1** A directors' meeting may be called by the chair or by any 2 other directors.

### **Notice of directors' meeting**

**5.2** At least 2 days' notice of a directors' meeting must be given unless all 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 directors' 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 6 - 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 chair, may hold more than one position:

- (a) chair;
- (b) vice-chair;
- (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 chair**

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

### **Role of vice-chair**

**6.4** The vice-chair is the vice-chair of the Board and is responsible for carrying out the duties of the chair if the chair 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 director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director 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 chair, together with one other director,
  - (b) if the chair is unable to provide a signature, by the vice-chair together with one other director,
  - (c) if the chair and vice-chair 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 – Financials**

- 8.1** Money designated by a donor, either by an individual, society, or corporation, to a particular program shall be designated to that program and expended on that program; otherwise all donations shall be placed in the General account.
- 8.2** The treasurer shall account for all funds, received or disbursed, and keep a ledger with subsidiary ledgers for all programs considered necessary by the Board from time to time.
- 8.3** The Society has no authority to borrow money.

## **Part 9 – Notices of Members**

- 9.1** A notice may be given to a member, either personally or by e-mail or by mail to his registered address.
- 9.2** Notice of a general meeting shall be given to every member shown on the register of members on the day notice is given. Where electronic notification is not viable, members shall either receive a notice either personally or by mail to their registered address.

## **Part 10 – By-Laws**

- 10.1** On being admitted to membership, a member is entitled to access, without charge, a copy of the constitution and bylaws of the Society available either through the Society's website or in print at the Society's office.
- 10.2** These by-laws shall not be altered or added to except by special resolution.