

# **Constitution & Bylaws of Richmond Secondary Alumni Association**

## **Constitution of *Richmond Secondary Alumni Association***

The purposes of the Society are:

- a) To maintain an ongoing relationship between the members and Richmond Secondary School and its students;
- b) To provide a forum for members to discuss matters of common interest involving Richmond Secondary School;
- c) To develop a critical appreciation in maintaining Secondary educational standards at Richmond Secondary School;
- d) To sustain a role as an advocate of the educational goals of Richmond Secondary School;
- e) To inform the community and government and solicit their support for the educational goals of Richmond Secondary School;
- f) To make available the human, financial and other resources of the Alumni Association to Richmond Secondary School and its students;
- g) To generally provide whatsoever other assistance is available from the Society to support the educational pursuits and enterprises of the Richmond Secondary School and its students.

## **Bylaws of *Richmond Secondary Alumni Association* (the "Society")**

### **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"** means these Bylaws as altered from time to time;

**"Members"** shall mean an applicant for incorporation of the Society who has not ceased to be a member, and every other person who becomes and remains a member in accordance with the Bylaws, provided however, that such reference shall not include Honorary members of the Society.

**"Officers"** means of officers of the Society for the time being;  
(president, vice-president, co-president, secretary, treasurer)

**"Society"** means the Richmond Secondary Alumni Association.

### **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** (a) The members of the Society are the applicants for incorporation of the Society and those persons who subsequently have become members, and, in either case, have not ceased to be members, all in accordance with these by-laws.

**2.1** (b) All teachers who have taught or are teaching at Richmond Secondary School may qualify for membership in the Society as Associate members. Associate members shall have all the rights, privileges and obligations of members as herein set out.

### **Duties of members**

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

### **Amount of membership dues**

**2.3** The amount of the membership dues will be determined at the Society's Annual General Meeting by the directors. The directors may determine a different membership dues structure for members.

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

**2.4** A person shall cease to be a member of the Society:

- a) by delivering his resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society; or
- b) on his death, or
- c) in the case of the Society dissolution; or
- d) is expelled.

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

- 2.5** 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.

## **PART 3 – GENERAL MEETINGS OF MEMBERS**

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

- 3.1** (a) A general meeting must be held at the time and place the Board determines.
- (b) 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.
- (c) A notice may be given to a member personally, electronically or by mail to the registered address.

### **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. Notice of a general meeting shall be at least fourteen (14) days in advance.

### **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 president,
  - (ii) the vice-president, if the president is unable to preside as the chair, or
  - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

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

**3.5** 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 present.

#### **Quorum for general meetings**

**3.7** The quorum for the transaction of business at a general meeting is five (5) voting members.

#### **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 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 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 present 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 5 and no more than 11 directors.

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

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

(b) Nominations for directors, including the positions of president, vice-president, secretary and treasurer may be made from the floor at the annual general meeting

### **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 unexpired portion of the term of office of the individual whose departure from office created the vacancy.

### **The Power of Directors**

**4.5** (a) 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 by-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meetings, but subject, nevertheless, to:

(i) all laws affecting this Society;

(ii) these by-laws; and

(iii) rules and regulations not being inconsistent with these by-laws, which are made from time to time by the Society in general meetings.

(b) No rules or regulations, made by the Society in general meetings, invalidates a prior act of the directors that would have been valid if that rule or regulation had not been made.

(c) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.

## **PART 5 – DIRECTORS’ MEETINGS**

### **Calling directors’ meeting**

**5.1** A directors’ meeting may be called by the president 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 president, may hold more than one position:

- (a) president, or co-presidents;
- (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 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 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 – BORROWING**

### **Borrowing**

- 8.1** In order to carry out the purposes of the Society, the directors may, on behalf of and in the name of the Society, and only when authorized by special resolution of the members, raise or secure the payment or repayment of money in the manner they decide.

## **PART 9 – AUDITOR**

### **Auditor**

- 9.1** (a) This applies only where the Society is required or has resolved to have an auditor.
- (b) An auditor shall be appointed by the directors and the directors shall also fill all vacancies occurring in the office of the auditor.
- (c) At each annual general meeting, the Society may appoint an auditor to hold office.
- (d) An auditor may be removed by ordinary resolution.
- (e) An auditor shall be promptly informed in writing of his appointment or removal.
- (f) No director and no employee of the Society shall be appointed auditor of the Society.

## **PART 10 – FISCAL YEAR**

### **Fiscal Year**

- 10.1** The fiscal year of the Society shall commence on the 1<sup>st</sup> day of January of each year, unless the fiscal year is changed by resolution of the board of directors.

## **PART 11 – DISSOLUTION OF THE RICHMOND SECONDARY ALUMNI ASSOCIATION**

### **Dissolution**

- 11.1** In the event that the Richmond Secondary School Alumni Association should at any time be wound up or dissolved, the remaining assets which after

payment of all debts and liabilities shall be distributed to Richmond Secondary School for the use of student scholarships.