

PENDER HARBOUR MUSIC SOCIETY CONSTITUTION AND BYLAW ONE

1. The name of the Society shall be "PENDER HARBOUR MUSIC SOCIETY"
2. The objectives of the Society are to:
 - nurture, promote, and enhance music, music education, and culture on the Sunshine Coast, particularly in the community of Pender Harbour and adjacent communities
 - establish the Performance Centre as a centre for cultural development in the community
 - raise such funds as necessary to further the objectives of the Society.
 - own/lease, and operate premises in Area A of the Sunshine Coast Regional District for the benefit of all objectives of the society;

Here set out, in numbered clauses, the bylaws providing for the matters referred to in section 6 (1) of the Society Act and any other bylaws.

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;
- (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 female person include a male person and vice versa and a corporation.

Part 2 — Membership

3. The Members of the Society are those persons who become Members in accordance with these bylaws and, in either case, have not ceased to be Members. It is not a condition that a member be a resident of Area A of the Sunshine Coast Regional District

4. A person may apply to the Directors for Membership in the Society and on acceptance by the Directors is a Member.

Classes of Membership:

1. Regular Membership: A person may apply to the Directors for Membership in the Society and on acceptance by the Directors is a Member.
 2. Honorary Membership: The Board of Directors designates An Honorary Member of the Society. No dues are required of an Honorary Member. An Honorary Member is not entitled to voting privileges.
 3. Lifetime Member: A Member of the Society so designated by the Board of Directors. Lifetime Memberships are granted based on extraordinary service to the Society. Dues are not required of a Lifetime Member.
5. Every Member must uphold the constitution and comply with these bylaws.
 6. The amount of the annual Membership dues must be determined by the Directors 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.
 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 all general meetings 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. 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 10 members
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 or by ballot if provided.
- (3) Voting by proxy is not permitted.
- (4) With notice of meeting Members will be advised that voting by ballot is permitted and Members in good standing may request ballots from the Society Secretary.

Part 5 — Directors and Officers

23. (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.
24. (1) The President, Vice President, Secretary, Treasurer and one or more other persons are the Directors of the Society.

- (2) The number of Directors must be 5 or a greater number determined from time to time at a general meeting.
25. (1) The officers must retire from office at each annual general meeting when their successors are elected. The Directors shall elect the officers from the elected Board of Directors at a meeting convened for such purpose immediately following the election of said Directors at an Annual General Meeting. The officers of the Society shall have a one-year term of office. The Directors of the Society shall have a two-year term of office, with approximately half retiring every year.
- (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, or show of hands.
- (4) If a successor is not elected, the person previously elected or appointed continues to hold office.
26. (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) A Director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.
27. (1) If a Director resigns his or her office or otherwise ceases to hold office, the remaining Directors must appoint a Member to take the place of the former Director.
- (2) An act or proceeding of the Directors is not invalid merely because there is less than the prescribed number of Directors in office.
28. 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.
29. 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.

Part 6 — Proceedings of Directors

30. (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. Notice of any Special Board Meeting shall be provided by telephone to each Director personally with three days' notice. Notification by electronic means of communication is acceptable provided that acknowledgement is received prior to three days before the meeting.
- (5) A Director may be removed by the Board of Directors when the Director has failed to attend three consecutive meetings of the Directors without reasonable excuse. The Director prior to removal shall be given a reasonable opportunity to explain the Director's absences.
31. (1) The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors and other persons as they think fit. Each committee shall have at least one Director.
- (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.
32. 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.
33. The Members of a committee may meet and adjourn as they think proper.
34. 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.
35. 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, cable, or other electronic means 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.
36. (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.
37. 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.
38. 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

39. (1) The President/Chair 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.
- (3) The President shall be the spokesperson of the organization at public and private functions endorsed by the Board of Directors.
40. The Vice President/Vice Chair must carry out the duties of the President during the President's absence.
41. 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) maintain the register of Members.

42. 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.

43. (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).

44. In the absence of the Secretary from a meeting, the Directors must appoint another person to act as Secretary at the meeting.

Part 8 — Borrowing

45. 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.

46. A debenture must not be issued without the authorization of a special resolution.

47. 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 9 — Auditor

48. This Part applies only if the Society is required or has resolved to have an auditor.
49. The first auditor must be appointed by the Directors who must also fill all vacancies occurring in the office of auditor.
50. 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.
51. An auditor may be removed by ordinary resolution.
52. An auditor must be promptly informed in writing of the auditor's appointment or removal.
53. If the Society resolves to not appoint an Auditor, then at the recommendation of the Treasurer the Society may appoint an Accountant entitled to perform Audits to review the Society's Accounts sufficient to enable the Society to perform its objectives.
54. A Director or employee of the Society must not be its auditor.
55. The auditor may attend general meetings.

Part 10 — Notices to Members

56. A notice may be given to a Member, either personally or by mail to the Member at the Member's registered address.
57. 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.
58. (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 may be made by the Society's website, electronic notice, or such other means of a public nature. If a member has registered an email address, then notice shall also be given to the member's email address.
 - (b) the auditor, if Part 10 applies.

(2) No other person is entitled to receive a notice of a general meeting.

Part 11 — Bylaws

59. On being admitted to Membership, each Member is entitled to, a copy of the constitution and bylaws of the Society.

60. These bylaws must not be altered or added to except by special resolution.