

PORT COQUITLAM RIDGE MEADOWS RINGETTE ASSOCIATION

S-52016

NOTICE OF SPECIAL RESOLUTIONS

The Board of Directors of Port Coquitlam Ridge Meadows Ringette Association (the "Society") hereby gives notice of the following special resolutions, which will be debated and voted on at the annual general meeting at 7:00 PM on Friday, April 28th, 2017 at Port Coquitlam Recreation Centre (Mabbett Room), 2150 Wilson Avenue, Port Coquitlam, B.C.

Dated at Port Coquitlam, British Columbia, April 13th, 2017.

By Barb Mulligan, President, for the Board of Directors

MOVED AS SPECIAL RESOLUTIONS THAT:

A. THE SOCIETY FILE A TRANSITION APPLICATION UNDER THE SOCIETIES ACT SO SOON AFTER THE DATE THESE RESOLUTIONS ARE APPROVED AS THE DIRECTORS DEEM FIT.

B. CLAUSES 1 AND 2 OF THE CONSTITUTION IN THE TRANSITION APPLICATION BE AS FOLLOWS:

- "1. The name of the Society is Port Coquitlam Ridge Meadows Ringette Association.
- 2. The purpose(s) of the Society are:
 - a. To provide opportunities for residents of Port Coquitlam, Coquitlam, Pitt Meadows and Maple Ridge to play ringette at the minor and senior sports level.
 - b. To promote the sport of ringette, sportsmanship, healthy exercise and foster community spirit."

EXPLANATORY NOTES

- 1. As required by the transition provisions of the Societies Act, clauses 1 and 2 of the constitution are not being amended in any way.
- 2. The constitution, as on file with the Registrar, does not include a dissolution clause, but one will be added as bylaw 1.6.

C. THE SOCIETY BE DECLARED TO NOT BE A MEMBER-FUNDED SOCIETY, PURSUANT TO THE SOCIETIES ACT.

EXPLANATORY NOTE

This will allow the society to continue receiving grants and licences from the Gaming Policy and Enforcement Branch.

D. THE BYLAWS BE RESCINDED AND REPLACED BY THE FOLLOWING.

“BYLAWS

Part 1 - Interpretation

1.1 In the constitution and the bylaws:

- a) “Act” means the Societies Act, and “Regulations” means any regulations enacted under the Act,
- b) “AGM” means an annual general meeting,
- c) “Board” or “Board of Directors” means the directors of the Society for the time being, acting as a body,
- d) “director” means a director of the Society,
- e) “general meeting” includes an AGM and a special general meeting,
- f) “member” means a member of the Society,
- g) “registered address” means a member’s address as recorded in the register of members,
- h) “Society” means Port Coquitlam Ridge Meadows Ringette Association,
- i) “constitution”, “bylaws”, “special resolution” and “ordinary resolution” have the meaning given to them in the Act,
- j) “written” means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, e-mail, and fax,
- k) the singular includes the plural and vice versa, and
- l) persons include corporations and associations.

1.2 1) The definitions in the Act apply to the bylaws.

2) if there is a conflict between the bylaws and the Act or the Regulations, the Act or the Regulations, as the case may be, prevail.

1.3 The Society must on request provide a member a copy of the current constitution and bylaws, without charge.

1.4 The constitution and bylaws can only be altered by special resolution.

1.5 The Society must not distribute any of its money or other property except as permitted by the Act.

1.6 In the event of the winding-up or dissolution of the Society, all the assets of the Society remaining after the payment or satisfaction of its liabilities, including the remuneration (if any) of a liquidator, payment to employees of the Society of any arrears of salaries or wages, and payment of any debts of the Society, must be given to:

- a) a non-profit minor sports organization or organizations in Port Coquitlam, Maple Ridge, or Pitt Meadows,
- b) B.C. Ringette Association, or
- c) a Canadian registered charity,

as determined by the members at the time of winding-up or dissolution.

Part 2 - Membership

- 2.1**
- 1) The members of the Society are the applicants for incorporation and those persons who subsequently become members in accordance with the bylaws and who, in either case, have not ceased to be members.
 - 2) There are three categories of members, Individual, Adult, and Honourary.
 - 3) An Individual Member is a person who plays ringette or is a ringette coach, trainer, manager, referee, or registered as a volunteer with the Society.
 - 4) An Adult Member is a person who is nineteen years of age or older, and who is the parent or legal guardian of an Individual Member.
 - 5) An Honourary Member is a person who has made an extraordinary contribution to the Society, to ringette in British Columbia, or both, and who is elected by resolution of the Board.
 - 6) One or more of the parents and legal guardians of an Individual Member who is fewer than nineteen years of age must become and continue to be an Adult Member.
- 2.2** An application for membership must:
- a) be in writing and in a form approved by the Board,
 - b) include the full name, address, e-mail address, and telephone number of the applicant,
 - c) in the case of an applicant for Individual Membership by a person who is fewer than nineteen years of age, be accompanied by the applications of that person's parents and legal guardians to be Adult Members,
 - d) include such other information as the Board may require, and
 - e) include annual membership dues.
- 2.3**
- 1) A person may apply to the Board for membership, and on acceptance by the Board and payment of annual membership dues is a member.
 - 2) The Board may in its sole discretion approve, postpone, or refuse an application for membership.
 - 3) The amount of annual membership dues for members of each category, and the date by which they must be paid, must be determined by the Board. An Honourary Member is exempt from paying annual membership dues. The Board may reduce or waive payment of annual membership dues by a member where it would be just and equitable to do so.
 - 4) The Board may require that a member also be a member of B.C. Ringette Association.
 - 5) An application for membership received after notice of a general meeting has been given must be postponed until after that meeting.
- 2.4**
- 1) A membership is not transferable.
 - 2) A membership must be renewed annually, by or before a date set by the Board.
 - 3) The Society must send a membership renewal notice to each member a reasonable time before the date on which membership must be renewed.

- 4) Except where determined by the Act or the bylaws, the privileges and responsibilities of members of each category must be determined by resolution of the Board.
- 2.5** Every member and director must uphold the constitution, and must comply with:
- a) the Act,
 - b) the bylaws,
 - c) any rules, regulations and policies made by the Society,
 - d) any rules, regulations and policies of Lower Mainland Ringette League, B.C. Ringette Association and Ringette Canada that are adopted by the Society, and
 - e) any rules of order governing the conduct of general meetings and of meetings of the Board.
- 2.6** A member ceases to be a member on:
- a) delivering a written resignation to the Society,
 - b) death,
 - c) having been a member not in good standing for 30 days, or
 - d) being expelled.
- 2.7** A member becomes a member not in good standing on:
- a) failing to pay annual membership dues by the date set by the Board,
 - b) failing to pay a debt due and owing to the Society, or
 - c) being suspended by resolution of the Board pursuant to bylaw 2.9.
- 2.8**
- 1) A member may be expelled by special resolution.
 - 2) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - 3) A member who is the subject of a proposed special resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.
- 2.9**
- 1) The Board may discipline, suspend or expel a member for conduct detrimental to the Society, including a contravention of any rule, regulation or policy of the Society, Lower Mainland Ringette League, B.C. Ringette Association, or Ringette Canada.
 - 2) A member who is the subject of a resolution of the Board to discipline, suspend or expel the member must be given:
 - a) reasonable notice of the meeting at which the resolution will be considered, and
 - b) an opportunity to be heard at the meeting of the Board before the resolution is voted upon.

Part 3 - Meetings of Members

- 3.1**
- 1) General meetings must be held at the time and place, in accordance with the Act and the bylaws, that the Board determines.
 - 2) An AGM must be held at least once in every calendar year.

3) Every general meeting, other than an AGM, is a special general meeting.

- 3.2** 1) The Board may when it thinks fit convene a special general meeting.
2) The members may requisition a general meeting pursuant to section 75 of the Act.

Part 4 - Notice to Members

- 4.1** 1) Notice of a general meeting must:
- a) specify the place, day and hour of meeting,
 - b) include the text of any special resolution to be proposed at the meeting,
 - c) 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, and
 - d) be sent to all members not fewer than 14 days but not greater than 60 days before the meeting.

2) The accidental omission to send notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate any proceedings at that meeting.

- 4.2** 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 any.

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

4.3 A notice may be given to a member either personally, by mail, by e-mail or by other electronic means to the member at the member's address or e-mail address, as shown in the register of members.

4.4 1) A notice sent by mail from the Society's office is deemed to have been received two days after being mailed.

2) A notice sent by e-mail or other electronic means is deemed to have been received 24 hours after being sent.

4.5 A member must promptly and in writing notify the Society of any change in the member's name, address, e-mail address, or telephone number.

Part 5 - Proceedings at General Meetings

- 5.1** 1) The business at an AGM is:
- a) the election of a chair, if required,
 - b) determining that there is quorum,
 - c) adopting rules of order,
 - d) approving the agenda,
 - e) considering the minutes of the last AGM and any intervening general meetings,
 - f) considering the reports of the Board and committees on their activities and decisions since the last AGM,

- g) receiving the financial statements for the previous financial year, and the auditor's report (if any) on them,
 - h) appointing an auditor, if any,
 - i) electing directors,
 - j) any business arising out the financial statements, the auditor's report, the report of the Board, and any matter about which notice has been given in the notice of the meeting,
 - k) any new business, including:
 - i) special resolutions, if any, of which notice has been given as required by the Act and the bylaws,
 - ii) any members' proposals under section 81 of the Act, and
 - l) adjournment.
- 2) The financial statements presented to an AGM must comply with the Act.
- 3) The business at a special general meeting is limited to:
- a) adopting rules of order,
 - b) that set out in a requisition under bylaw 3.2, if applicable, and
 - c) that determined by the Board under bylaw 3.2.

5.2 1) Quorum at a general meeting is 25 voting members present at all times.

2) 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 unless a quorum of voting members is present.

3) 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.

5.3 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 a requisition of members, the meeting is terminated, and
- b) in any other case, the meeting stands adjourned to a time and place determined by the Board but not more than 14 days later, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time set for meeting, the voting members who are present constitute a quorum for that meeting.

5.4 1) A general meeting can only be adjourned by ordinary resolution.

2) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

3) When a general meeting is adjourned for thirty days or more, notice of the adjourned meeting must be given as for the original meeting.

4) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

- 5.5** 1) The President must chair each general meeting.
- 2) If the President is not present within 15 minutes after the time set for a meeting, or is unable or unwilling to act as chair, the Vice-President must be chair.
- 3) If neither the President nor the Vice-President is present within 15 minutes after the time set for a meeting, or neither of them is able or willing to act as chair, the members present may elect an individual who is present to be chair.
- 5.6** 1) In the case of an equality of votes at a general meeting, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the resolution fails.
- 2) A resolution proposed at a general meeting must be seconded, and the chair may move or propose a resolution.
- 5.7** 1) Each Individual Member who is 19 years of age or older and in good standing, each Adult Member who is in good standing, and each Honourary Member is a voting member and has the right to one vote at a general meeting.
- 2) Notwithstanding bylaw 5.7 (1), only one person in a family can vote at a general meeting. A family is one or more adults and one or more persons who are fewer than 19 years of age who ordinarily reside at the same address.
- 3) A question, resolution, or motion arising at a general meeting must be decided by ordinary resolution, unless it must under the Act or bylaws be decided by special resolution, or is another resolution having a higher voting threshold than that of an ordinary resolution.
- 4) Voting must be by show of hands, except when a secret ballot is required by:
- a) the bylaws or Act,
 - b) ruling of the chair, or
 - c) ordinary resolution, voting on which must be by show of hands.
- 5) The chair of a meeting must announce the outcome of each vote, which must be recorded in the minutes of the meeting.
- 6) All members have the right to notice of, to attend and to speak at general meetings. A member who is not in good standing cannot vote.
- 7) Proxy voting is prohibited.
- 5.8** Subject to the Act and the bylaws, a general meeting may adopt rules of order, but if it does not do so, then the most recent edition of Robert's Rules of Order must be used.

Part 6 – Board of Directors

- 6.1** Subject to the Act, the Regulations, the constitution and the bylaws, the Board must manage, or supervise the management of, the activities and internal affairs of the Society.
- 6.2** 1) A director must, when exercising the powers and performing the functions of a director:
- a) act honestly and in good faith with a view to the best interests of the Society,
 - b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,
 - c) act in accordance with the Act and Regulations, and

- d) subject to paragraphs (a) to (c), act in accordance with the bylaws.
 - 2) Without limiting subsection (1), a director, when exercising the powers and performing the functions of a director, must act with a view to the purposes of the Society.
 - 3) This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.
 - 4) Nothing in a contract or the bylaws relieves a director from
 - a) the duty to act in accordance with this Act and the Regulations, or
 - b) liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the Society.
- 6.3**
- 1) There must be 10 directors, including the Past-President, President, Vice-President, Secretary, Treasurer, and Registrar.
 - 2) A director has an ordinary term of office of two years, beginning at the adjournment of the AGM at which the director is elected, and ending at the adjournment of the AGM two years later.
 - 3) The Past-President is that person who most recently was but who no longer is President.
 - 4) To the extent reasonably practicable:
 - a) the President, Registrar, Treasurer and two other directors must be elected in years not evenly divisible by two, and
 - b) the Vice-President, Secretary and two other directors must be elected in years evenly divisible by two,so that at adjournment of each AGM, four or five directors have a remaining term of one year, and four or five directors have a remaining term of two years. A director may be elected to a one year term so as to allow compliance with this bylaw.
 - 5) A director, and a nominee for election as a director, must:
 - a) be an Individual Member who is 19 years of age or older and in good standing, an Adult Member who is in good standing, or an Honourary Member,
 - b) be qualified to be a director under section 44 of the Act, and
 - c) consent to the nomination, in writing or in person.
 - 6) A separate election must be held for each position.
 - 7) An election must be by secret ballot, unless the members present unanimously agree that the election be by show of hands, or there is only one candidate for a position, in which case the candidates must be declared to be elected.
 - 8) A director may be re-elected.
- 6.4**
- A director ceases to be a director on:
- a) the end of the director's term of office or appointment, unless the director is re-elected or re-appointed,
 - b) resigning in writing,
 - c) ceasing to be qualified to be a director under bylaw 6.3 (6),

- d) death,
- e) becoming incapable of performing the duties of a director, or
- f) failing to attend three consecutive meetings of the Board without the consent of the Board, which must not be unreasonably withheld.

6.5 No act or proceeding of the Board is invalid only by reason that there are fewer directors in office than the number required by bylaw 6.3.

- 6.6** 1) The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.
- 2) The Board may remove a director by a resolution of which 75% of the directors then in office are in favour.

6.7 The Board may appoint a member who is qualified under bylaw 6.3 (5) to fill a vacancy that arises on the Board, for the balance of that director's term.

6.8 A director must not be remunerated for being or acting as a director, but may be reimbursed for all expenses reasonably and necessarily incurred while engaged in the affairs of the Society.

6.9 A director must comply with the provisions of the Act with regard to disclosure and to conflicts of interest.

Part 7 - Proceedings of the Board

- 7.1** 1) The Board may meet together at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings, as it sees fit.
- 2) Quorum at a meeting of the Board is a simple majority of the directors then in office, but must not be fewer than five.
- 3) A meeting of the Board may be called by:
- a) the President, or
 - b) any three directors, or
 - c) resolution of the Board.
- 4) Notice of a meeting of the Board is sufficient if properly addressed to every director, and sent by Canada Post or e-mail. Except where notice is waived by all directors, notice of a meeting of the Board must be given at least 48 hours before the meeting.
- 5) 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 that meeting.

7.2 When a meeting of the Board is held immediately following the election or appointment of a director or directors, it is not necessary to give notice of the meeting to the new directors for the meeting to be constituted, if a quorum is present.

7.3 A director may waive in writing notice of any meeting or meetings of the Board and may at any time withdraw the waiver, and until the waiver is withdrawn:

- a) no notice of meetings of the Board need be sent to that director, and
- b) all meetings of the Board, notice of which have not been given to that director are, if a quorum is present, deemed to be valid and effective.

- 7.4** 1) Except where otherwise required, a question, resolution or motion arising at a meeting of the Board or a committee must be decided by a majority of votes.
- 2) A resolution proposed at a meeting of the Board or a committee need not be seconded, and the chair of such a meeting may move or propose a resolution.
- 3) In the case of an equality of votes at a meeting of the Board or a committee, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the motion or resolution is defeated.
- 7.5** A resolution in writing signed by 75% of the directors is as valid and effective as if regularly passed at a meeting of the Board.
- 7.6** 1) The Board may as it thinks fit delegate any, but not all, of its powers to a committee, and appoint the members and chair of the committee.
- 2) The Board must by resolution determine the names, chair, members, authority and responsibilities of a committee.
- 3) A committee must conform to any rules imposed on it by the Board, and must report every act or thing done in exercise of its powers to the next following meeting of the Board.
- 7.7** Subject to the Act and the bylaws, the Board may adopt rules of order, but if it does not do so then the most recent edition of Robert's Rules of Order must be used.

Part 8 – Officers

- 8.1** 1) The elected officers include the President, Vice-President, Secretary, Treasurer and Registrar. The Board may elect such other officers from amongst the directors as it deems necessary, give them titles, and fix their authority and responsibilities.
- 2) The Board may elect a director to take the place of an elected officer who has ceased to hold office for any reason, for a term ending at the next AGM.
- 3) An elected officer ceases to be an elected officer on:
- a) the end of that officer's term, unless re-elected,
 - b) ceasing to be a director, or
 - c) resigning in writing.
- 8.2** The President:
- a) must supervise the other officers in the execution of their duties,
 - b) must chair all meetings of the Board and all general meetings, and
 - c) has the powers and duties generally pertaining to the office of President, subject to resolution of the Board.
- 8.3** In the absence or inability of the President, the Vice-President must perform the duties of the President.
- 8.4** The Secretary is responsible for doing, or making the necessary arrangements for:
- a) issuing notices and taking minutes of general meetings and Board meetings,
 - b) keeping the records and documents of the Society in accordance with the Act, including the register of members,
 - c) conducting the correspondence of the Society, and

- d) filing the annual report and making any other filings with the Registrar under the Act.

8.5 In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary.

8.6 The Treasurer is responsible for doing, or making the necessary arrangements for:

- a) receiving and banking all monies received by the Society,
- b) keeping accounting records in respect of the Society's financial transactions,
- c) preparing the Society's financial statements, and
- d) making the Society's filings with respect to taxes.

Part 9 – Borrowing and Investment

9.1 The Society must not borrow money, or issue bonds, mortgages, debentures, notes or other evidence of debt obligations, unless that borrowing is authorized by special resolution.

9.2 The Board must only invest the funds of the Society in investments in which a prudent investor might invest.

9.3 1) A member may without charge inspect a record that the Society is required to keep under section 20 of the Act.

2) The Board may by resolution restrict the members' rights to inspect the register of members, under section 25 of the Act.

3) A director may without charge inspect a record of the Society that the Society is required to keep under section 20 of the Act.

4) A person other than a member or director cannot inspect the records of the Society, except as required or permitted by resolution of the Board, the bylaws, the Act, or another statute.

9.4 The Board must determine, by resolution, the:

- a) financial year of the Society, and
- b) signing officers of the Society, and their authority.

Part 10 – Auditor

10.1 This Part applies only where the Society is required or has resolved to have an auditor.

10.2 At each AGM the Society may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next AGM, and determine the terms of engagement of the auditor, including whether the auditor will perform an audit, a review engagement, or another form of review.

10.3 An auditor may be removed by ordinary resolution.

10.4 An auditor must be promptly informed in writing of appointment or removal.

10.5 The auditor may attend general meetings.

10.6 The Board must fill all vacancies arising in the office of auditor between AGMs.”

EXPLANATORY NOTES

1. A special resolution cannot be amended at the annual general meeting.

2. $\frac{2}{3}$ (66 $\frac{2}{3}$ %) of the members present at the meeting must vote in favour of a special resolution for it to pass, and a quorum must be present. Only members in good standing may vote.
3. A resolution, if it passes, does not take effect until it is filed at the Registrar's office in Victoria.