

CONSTITUTION OF THE RICHMOND SPORTS COUNCIL (THE SOCIETY)

1. The name of the Society is **THE RICHMOND SPORTS COUNCIL**.
2. The purposes of the Society are:
 - (a) To maintain an ongoing relationship between the members, Associate members, Honourary members (all as defined), and other sporting and recreational groups and individuals within Richmond;
 - (b) To provide a forum for members to discuss matters of common interest involving sports and recreational issues;
 - (c) To develop a critical appreciation in maintaining high standards with respect to sporting and recreational activities within Richmond;
 - (d) To sustain a role as an advocate of the sporting and recreational groups within Richmond;
 - (e) To inform, advise, and co-ordinate with various levels of government in order to obtain and maintain support for the sports and recreational goals of sporting and recreational groups within Richmond;
 - (f) To make available the human, financial, and other resources of the Society to assist general sporting and recreational pursuits within Richmond;
 - (g) To raise funds to financially assist the general goals of sporting and recreational groups and individuals within Richmond, including the raising of funds for major athletic facilities or events that directly or indirectly benefit Richmond as a whole;
 - (h) To participate in the organization of major athletic events that directly or indirectly benefit Richmond; and
 - (i) To generally provide whatsoever other assistance is available from the Society to support the sports and recreational pursuits and enterprises of Richmond and its citizens.

BYLAWS OF THE RICHMOND SPORTS COUNCIL (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.

“**Registered Address**” of a member means the address as recorded in the register of members;

“**Member**” means an applicant for incorporation of the society who has not ceased to be a member, and every other corporation or organization who becomes and remains a member in accordance with the bylaws, provided however that the reference to “member” shall not include either Associate members or Honourary members of the Society. A member shall have a right to vote as set out in the Bylaws;

“**Associate member**” means a person or organization who becomes and remains an Associate member in accordance with the Bylaws. An Associate member shall not have any right to vote in the society, other than as a member of a committee as provided in the Bylaws;

“**Honourary member**” means a person or organization who becomes and remains an Honourary member in accordance with the Bylaws. An Honourary member shall not have any right to vote in the society, other than as a member of a committee as provided in the Bylaws;

Definitions in Act apply

1.2 The definitions in the Act on the date these bylaws become effective apply to these bylaws, save and except for the definition of “member” which shall be as hereinbefore set out.

Words Importing

1.3 Words importing the singular include the plural and vice versa, and words importing a male person include a female person, a corporation, and any other organization or association, whether incorporated or unincorporated, as the context may require.

Conflict with Act or Regulations

1.4 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.

Shall Not Be Altered

1.5 These bylaws shall not be altered or added to except by special resolution.

PART 2 – MEMBERS

Membership Criteria

2.1 The members of the Society are those organizations, clubs, associations or leagues that have the following membership criteria:

- (a) maintain a head office or control within the Municipality of Richmond;
- (b) are primarily organized for the purposes of operating teams, leagues, or events of a sporting or leisure nature;
- (c) have a recognizable membership and a bona fide operation, completely separate and apart from other sporting or leisure groups having the same purpose or objectives;
- (d) may or may not be registered with the Leisure Services Department of the Municipality of Richmond, although such registration shall be substantial (but not final) evidence of a separate bona fide existence and operation;
- (e) have been approved for membership by the membership committee of the Society or by the Board of Directors upon an appeal, and have paid any membership fees that might be assessable from time to time; and
- (f) have not ceased to be members, all in accordance with these Bylaws.

It is the general intent that the members of the Society shall be representative of individual organizations, associations, clubs or leagues, to ensure that the effective control of the Society cannot be acquired by one or more major sporting or leisure group such that the general purposes of the Society could be jeopardized.

Requirement for Residency and Local Operation

2.2 Any person being a resident of Richmond, or any other organization or association, whether incorporated or unincorporated, having operations primarily in the Municipality of Richmond, shall be entitled to apply to the Society to become an Associate member, subject to approval of such application and payment of any fees. Associate members shall not be entitled to exercise any vote at a meeting of the members or receive any notice for a meeting of the members or directors. The Richmond School Board shall be entitled to be an Associate member of the society, without application, qualification, or payment of fees.

Honourary Membership

2.3 Honourary members may be appointed by resolution of the members, based on outstanding contribution in the Municipality of Richmond or to the Society. Honourary members shall not be

entitled to exercise any vote at a meeting of the members or receive any notice for the meeting of the members or directors.

Membership Committee

2.4 The membership committee of the Society, as appointed from time to time by the directors, shall be responsible for receiving, approving, and processing of applications for membership where the such application is made for the purposes of an applicant becoming a member or Associate member, and shall be responsible for collection of fees and advising the Secretary of the membership list. The membership committee shall review any such applications to ensure that the applicants qualify for the specific membership that is the subject of the application, and in addition the membership committee may refuse any application on the grounds that it is not in the best interests of the Society to have the applicant as a member or Associate member of the Society, as the case may be. Any rejection of an application by the membership committee may be appealed by the applicant to the directors, whose decision as to such application shall be final.

Uphold the Constitution and Bylaw Compliance

2.5 Every member, Associate member, and Honourary member shall uphold the constitution and comply with these bylaws.

Membership Dues

2.6 The amount of the membership dues shall be determined by the directors at annual general meetings of the Society. The members may determine a different membership dues structure for members and Associate members of the Society. Honourary members shall not be assessed any annual membership dues, unless so determined by special resolution.

Membership Cessation

2.7 A member or Associate member shall cease to be a member or Associate member of the Society, as the case may be:

- (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 in the case of a corporation or other organization or association, its dissolution or cessation of operations; or
- (c) on being expelled: or
- (d) on having been a member not in good standing for ten (10) consecutive months.

Member Expulsion

2.8 A member or Associate member may be expelled by a special resolution of the members passed at a general meeting.

- (a) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- b) The member or Associate member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Member Not in Good Standing

2.9 All members and Associate members are in good standing except a member or Associate member who has failed to pay any annual membership fee, including a current annual membership fee, and he is not in good standing so long as the membership fee remains unpaid.

Member not in good standing may not vote

2.10 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 and Place of General Meetings

3.1 A general meeting must be held at the time and place the Board determines.

General Meetings Notice

3.2 Fourteen (14) days written notice of any general meeting shall be given to the members. Neither Associate members nor Honourary members shall be entitled to receive notice of such meeting.

Extraordinary General Meetings

3.3 Every general meeting, other than the annual general meeting, is an extraordinary general meeting.

Calling an Extraordinary General Meeting

3.4 Extraordinary general meetings of the Society shall be called by the chairperson at the request of the majority of the board of directors or upon the written request of at least ten (10) percent of the members of the Society entitled to vote, or at any other time or times as the directors may think fit.

Annual General Meetings

3.5 The annual general meeting of the Society shall be held once a year and not more than fifteen (15) months after the last preceding annual general meeting was held. The annual general

meeting shall take place at the registered office of the Society or elsewhere in British Columbia as the directors may determine and on a day to be fixed by the directors.

Accidental Omission of Notice

- 3.6** 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, and any meeting where there is a quorum present shall be valid notwithstanding that one or more members shall not have received notice of such meeting.

Ordinary Business at General Meetings

- 3.7** Except as otherwise provided herein, all meetings of the members of the Society shall be governed by the parliamentary rules and usage set out in Roberts Rules of Order Revised. At any annual general meeting of the Society. 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) any other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the annual general meeting; and
- (g) subject to reasonable time constraints, any other matters raised by members, Associate members or Honourary members.

Notice of Special Business

- 3.8** 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 Meetings

- 3.9** 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; and
 - (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 at General Meetings

- 3.10** 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

- 3.11** 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

- 3.12** The quorum for the transaction of business at a general meeting shall be three (3) or 10% of the voting members, whichever is greater. Associate members and Honourary members may be present at any general meeting, but shall not be counted in the quorum.

Lack of Quorum at Commencement of General Meetings

- 3.13** 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

- 3.14** If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

- 3.15** 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

3.16 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

3.17 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; and
- (h) terminate the meeting.

Proxy Voting Not Permitted

3.18 Voting by proxy is not permitted, although a member may change its authorized representative from time to time by written notice delivered to the registered office of the Society, subject to the time restrictions as hereinbefore provided, provided however that any director of the Society who was such an authorized representative at the time of his election or appointment shall not cease to be a director merely by his ceasing to be an authorized representative of a member during his term of office.

Voting by the Members

3.19 A member in good standing present at a meeting of members is entitled to one vote, exercisable by such member's duly authorized representative in accordance with written direction from such member filed with the Secretary at least two (2) days prior to the meeting, provided that

the directors of the Society may, in their sole discretion, permit a change to the authorized representative of a member as soon as possible after the commencement of the meeting. A member that is not in good standing at the time the meeting commenced shall not be entitled to vote at that meeting.

- (a) Neither Associate members nor Honourary members shall be entitled to cast a vote at any meeting, although they may attend at such meeting subject to reasonable control of the meeting to allow proper voting by members.
- (b) Voting shall be by show of hand an oral vote or another method that adequately discloses the intention of the voting members, except in the case of the election of directors and/or officers of the Society, which shall be held by secret ballot as hereinafter provided in the bylaws. Where two (2) or more voting members request a secret ballot or a secret ballot be directed by the chair of the meeting, voting must be by a secret ballot.
- (c) No resolution proposed at a meeting need be seconded and the chairperson of a meeting may move or propose a resolution; and
- (d) In case of an equality of votes, the chairperson (whether or not at that time an authorized representative of a member) shall not have a casting or second vote in addition to the vote to which the organization which he represents may be entitled as a member and the proposed resolution shall not pass.

Announcement of result

3.20 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.

Matters decided at general meeting by ordinary resolution

3.21 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

Affairs of the Society

- 4.1** The affairs of the Society shall be managed by the directors, each of whom at the time of their election shall be a duly authorized representative of a member of the Society, whether or not they be a resident of the Municipality of Richmond, and:
- (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 bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to:

- (i) all laws affecting this Society;
 - (ii) these bylaws; and
 - (iii) rules and regulations not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.
- (b) No rule or regulation, made by the Society in general meeting, 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.

Number of Directors on the Board

4.1 The number of directors shall be thirteen (13) or such greater number as may be determined from time to time at a general meeting.

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.

Each director shall be elected or appointed to hold office until the first annual meeting after having been elected or until a successor shall have been duly elected and qualified, and the following provision shall apply to elections of directors:

- (a) the directors shall retire from office at each annual general meeting, and their successors shall be elected; and
- (b) at any general meeting at which directors are to be elected, such election shall be by secret ballot of those members entitled to vote where present at such meeting, unless such election is by acclamation; and
- (c) the nominating committee for directors shall consist of the past chairperson, who shall be the chairperson of the nominating committee, the Secretary, and at least one (1) other director of the board as appointed by the board; and
- (d) nominations from the floor shall be allowed.

Directors May Fill Casual Vacancy on the Board

4.3 The Board may, at any time, and from time to time appoint a duly authorized representative of a member as a director to fill a vacancy in the board of directors, whether such vacancy is caused by resignation, removal, death or incapacity of a director during the director's term of office and a director so appointed shall hold office for the remaining term of the office, unless they resign or otherwise cease to hold 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.

Special Resolution to Remove a Director

- 4.4 The members may remove a director by way of a special resolution before the expiration of their term of office, and may elect or appoint a successor to complete the term of office, provided such successor is qualified to be a director at the time of such appointment, as herein provided.

Appointment of Officers and Agents

- 4.5 The directors may from time to time appoint such officers and agents and authorize the employment of such other persons as they deem necessary to carry out the objects of the Society, and such officers, agents and employees shall have such authority and shall perform such duties as from time to time may be prescribed by the board of directors. The following officers shall be appointed from the directors of the Society:

- (a) the chairperson, and
- (b) the vice-chairperson, and
- (c) the secretary, and
- (d) the treasurer, and
- (e) other officers of the Society may be appointed to their positions from the directors or from the membership.

Appointment of a Manager or Board of Managers

- 4.5 The directors may from time to time appoint a manager or a board of managers or both a manager and a board of managers some of whom may but need not be directors of the Society, and may delegate to them the full authority to manage and direct the business and affairs of the Society (except such matters and duties as by law must be transacted or performed by the directors or by the members in general meeting) and to employ and discharge agents and employees of the Society, or may delegate to them any less power. Such manager, board of managers or manager and board of managers, shall conform to all lawful orders given to them by the directors of the Society and shall at all reasonable times give to the directors or any of them all information they may require regarding the affairs of the Society.

Subject to Removal

- 4.6 All officers, managers, members of a board of managers, agents, and employees shall be subject to removal from office or employment by the directors at any time with or without cause and with or without notice to the person so removed.

PART 5 – DIRECTORS’ MEETINGS

Calling a Directors’ Meeting

5.1 A directors’ meeting may be called by the president or by any two (2) other directors.

Place of Meetings

5.2 Subject to these bylaws, the directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

Number of Meetings

5.3 The board of directors shall meet at least two (2) times in any calendar year, at times determined by the chairperson, and at any additional times as reasonably requested in writing to the chairperson by any two (2) members of the board. Unless the chairperson or other director acting in his place determines that a meeting of the board of directors is required on an emergency basis, at least two (2) days’ notice shall be given to all directors in the same manner as is prescribed for notices to members as set out in Part 11 of these bylaws, which may be contained in Minutes of the previous meeting. Any member, Associate member, or Honourary member, that is in good standing shall be entitled to attend regular directors meetings and shall be entitled to request that matters be placed on the agenda and that they be heard on such matter, but no Associate member or Honourary member shall be entitled to vote at any directors meeting.

Notice of Directors’ Meeting

5.2 At least two (2) days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period and any such meeting held shall be deemed valid.

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. Except as otherwise provided herein, all meetings of the directors and/or a committee of the directors of the Society shall be governed by the parliamentary rules and usage set out in Roberts Rules of Order Revised.

Chairperson of Directors’ Meetings

5.6 The chairperson shall be chairperson of all meetings of the directors, but if at any meeting of the board the chairperson is not present within thirty (30) minutes after the time appointed for holding the meeting, the vice-chairperson shall act as chairperson of the meeting, but if neither

is present the directors present may then choose one of their number to be chairperson at that meeting.

Setting Quorum of directors

5.5 The directors may from time to time set the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office, provided that one (1) of the directors in attendance must be either the chairperson, vice-chairperson, secretary or treasurer.

Delegation to Committees

5.6 The directors may delegate any, but not all, of their powers to committees consisting of the director or directors and any members or Honourary members, as they think fit. A membership committee must be appointed by the directors at the first directors meeting after any annual general meeting of the Society.

- (a) A committee so formed in the exercise of the powers so delegated shall conform to any rules or regulations imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- (b) The committee shall elect a chairperson of its meetings, but if no chairperson is elected, or if at a meeting the chairperson of such committee is not present within thirty (30) minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairperson of the meeting.
- (c) The members of a committee may meet and adjourn as they think proper.
- (d) Associate members or Honourary members appointed to a committee may exercise a vote on that committee.

For the First Meeting of a New Director

5.7 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.

Temporary Absence of a Director

5.8 A director who may be absent temporarily from British Columbia may send or deliver to the Society a waiver of notice, which may be by letter, email or other electronic means acceptable to the Society, of any meeting of the directors, and may at any time withdraw the waiver; and until the waiver is withdrawn, no notice of meeting of directors need be sent to that director,

and any and all meetings of the directors of the Society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.

Questions Arising

- 5.9** Questions arising at a meeting of the directors and/or a committee of the directors shall be decided by a majority of votes.
- (a) In case of an equality of votes, the chairperson of a meeting of the directors and/or a committee of the directors shall not have a second or casting vote in addition to the vote he may be entitled to as a director and the proposed resolution shall not pass.
 - (b) No resolution proposed at a meeting of directors or a committee of directors need be seconded, and the chairperson of any such meeting may move or propose a resolution.
 - (c) Notwithstanding the foregoing, 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 6 – BOARD POSITIONS AND DUTIES

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) chairperson;
 - (b) vice-chairperson;
 - (c) secretary; and
 - (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 the Chairperson

- 6.3** The Chairperson is the chair of the Board, takes the role of the chief executive officer of the Society and is responsible for supervising the other directors in the execution of their duties. He shall be responsible for calling meetings of the board of directors, and shall act as chairperson of all meetings of the board of directors and of all general meetings of the Society.

Role of the Vice-Chairperson

- 6.4** The vice-chairperson is the vice-chair of the Board and is responsible for carrying out the duties of the Chairperson if the Chairperson is absent. The vice-chairperson may also have one or more project responsibilities and shall have such other responsibilities as may from time to time be

delegated to the vice-chairperson by the chairperson. If the chairperson shall be unable to act as chairperson for any reason whatsoever, the vice-chairperson shall be appointed by the chairperson or by the board of directors to assume the full responsibilities of the office of the chairperson.

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 and Society;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.
- (f) maintaining custody of all records and documents of the Society except those required to be kept by the treasurer;
- (g) maintaining custody of the common seal of the Society;
- (h) acting as chairperson of the membership committee, and maintain the register of members and list of authorized representatives for members; and
- (i) performing any other responsibilities that may be delegated to him by the chairperson or the board of directors.

Absence of the secretary from meetings

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; and
- (e) performing any other responsibilities that may be delegated to him by the chairperson or the board of directors.

Absence of the treasurer from meetings

6.8 In the absence of the treasurer, the directors shall appoint another person to assume the responsibilities of the treasurer during his absence.

Chairperson of the Nominating Committee

6.9 The past chairperson shall be the chairperson of the nominating committee.

- (a) If the past chairperson shall be unable to act as chairperson for any reason whatsoever, the chairperson of the nominating committee shall be appointed by the chairperson or by the board of directors.

Regular Duties of the Directors

6.10 It shall be the duty and responsibility of the board of directors to:

- (a) prepare after appropriate consultation with the officers of the Society an annual budget;
- (b) prepare and implement a program of activities during its period of office;
- (c) communicate regularly with the members of the Society;
- (d) organize an annual meeting;
- (e) solicit funds at such time and in such manner as it may be deemed advisable; and
- (f) generally be responsible to handle the day-to-day affairs of the Society and perform such other duties, responsibilities and obligations as may be required by law.

Additional Responsibilities of Directors

6.10 The individual directors shall have such additional responsibilities as may from time to time be delegated to them by the chairperson or by the board of directors.

PART 7 – REMUNERATION OF DIRECTORS, SIGNING AUTHORITY AND FINANCIAL MATTERS

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) The signing officers of the Society shall be the chairperson or the treasurer and one other director appointed by the directors.

Common Seal

7.3 The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the person prescribed in the resolution, or if no persons are prescribed, in the presence of the chairperson and secretary or the chairperson and treasurer.

Orders for the Payment of Money

7.4 All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Society, shall be signed by such officer or officers, agents or agents of the Society and in such manner as shall from time to time be determined by resolution of the directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Society through its bankers, and endorse notes and cheques for deposit with the Society's bankers for the credit of the society, or the same may be endorsed "for collection" or "for deposit" with bankers of the Society by using the Society's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Society and the Society's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

Borrowing

7.5 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.

Auditor

7.6 Where the Society is required or has resolved to have an auditor:

- (a) any auditor must be appointed by the directors, and the directors shall fill all vacancies occurring in the office of auditor;
- (c) an auditor may be removed by ordinary resolution;
- (d) an auditor shall be promptly informed in writing of his appointment or removal;
- (e) no director and no employee of the Society shall be auditor of the Society; and.
- (f) the auditor may attend general meetings.

Fiscal Year

7.7 The fiscal year of the Society shall commence on the 1st day of August of each year, unless the fiscal year is changed by resolution of the board of directors.

Dissolution

- 7.8** Upon the dissolution of the Society and after the payment of all its debts and liabilities, any remaining property shall be turned over, transferred and assigned to such organization in the Municipality of Richmond as may be directly involved with general sports and recreational interests within the Municipality of Richmond, or to such other recognizable charitable organization in the Province of British Columbia or elsewhere in Canada as directed by the members.