

**Adopted during the ACSKG AGM of November 15, 2019:**  
**Bylaws of the Association of Canadian Sea Kayak Guides**  
**(the "Society")**



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## **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.

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 person may apply to the Board or administrator for membership in the Society, and the person becomes a member on the Board's or administrator's acceptance of the application.

Duties of members

#### 2.2

Every member must uphold the constitution of the Society, comply with these Bylaws and abide by the Operating Standards, Guide Requirements and Minimum Impact Standards indicated on the ACSKG.ca website as amended from time to time.

Amount of membership dues

#### 2.3

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

Member not in good standing

2.4

A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

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.

Termination of membership if member not in good standing

2.6

A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Suspension or expulsion

2.7

(a) The Board may suspend or expel any member for:

(i) default in the payment of dues or fees levied in accordance with these Bylaws; or

(ii) any cause, conduct or behaviour which in the opinion of the Board or the committee established by the Board to determine matters of standards compliance, is inimical to or in contravention of the principles set out in the ACSKG Operating Standards, Guide Requirements and Minimum Impact Standards; or

(iii) any cause, conduct or behaviour which in the opinion of the Board is inimical to the best interests of the Society or its members or for failure to comply with these Bylaws or a direction of the Society.

(b) Prior to suspending or expelling a member, the Board shall provide notice to the member of the proposed suspension or expulsion, which notice shall set forth the reasons for the suspension or expulsion and give the member the right to make representations and appear in person before the Board.

(c) A member who is suspended or expelled shall not have any right to vote nor shall they hold any office or position in the Society during the period of their suspension or expulsion, but, while suspended, shall continue to be bound by the duties and obligations of membership as defined in these Bylaws and by the ACSKG Operating Standards, Guide Requirements and Minimum Impact Standards.

(d) A suspended member may be reinstated upon the unanimous vote of the Board.

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

### Time and place of general meeting

#### 3.1

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

### Ordinary business at general meeting

#### 3.2

At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

### Notice of special business

#### 3.3

A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

### Chair of general meeting

#### 3.4

The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
  - (i) the 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 3 voting members or 10% of the voting members, whichever is greater.

## Lack of quorum at commencement of meeting

### 3.8

If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not 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, by email 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.

## Matters decided at general meeting by ordinary resolution

### 3.15

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.

## Proxy voting is permitted

### 3.16

Voting by proxy is permitted in accordance with the provisions of Section 3.17 hereof.

## Voting by Proxy

### 3.17

(a) A member of the Society shall be entitled to appoint a proxy holder, who must be a voting member in good standing, as their nominee to attend, act and vote for them at such meetings.

(b) A form of proxy shall be in writing under the hand of the appointed or of their attorney duly authorized in writing, but may also be in any other form that the Board or the chairman of the meeting shall approve.

(c) Every proxy may be revoked by an instrument in writing;

(i) executed by the member giving the same or by their attorney authorized in writing;

(ii) delivered either to the registered address of the Association at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof at which the proxy is to be used, or to the chairman of the meeting on the day of the meeting or any adjournment thereof before any vote in respect of which the proxy is to be used shall have been taken; or in any other manner provided by law.

## Voting members

### 3.18

A voting member of the Society is an Association of Canadian Sea Kayak Guides certified Full Guide member in good standing.

## Number of votes

### 3.19

Each voting member is permitted one vote, except in the case of an equality of votes, when the chairman of the meeting shall be permitted a second vote.

## **Part 4 – Directors**

## Number of directors on Board

### 4.1

The Society must have no fewer than 2 and no more than 5 directors.

## Directors must be voting members

### 4.2

Each director must be a voting member of the Society.

## Election or appointment of directors

### 4.3

At each annual general meeting, voting members must elect or appoint successors to vacancies on the Board. If no successor is elected or appointed, the previously elected or appointed person continues to hold office.

Directors may fill casual vacancy on Board

4.4

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

4.5

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.

Directors term of office

4.6

The term of office for directors is two years. A director may choose to reduce their term to one year, in order to enable the continuation of a staggered overlap of directors terms. The intent is to have at least one director provide continuity by serving through each annual general meeting.

Removal of directors

4.7

Voting members may by special resolution remove a director before the expiration of their term of office, and may elect a successor to complete the term of 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;
- (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.

Role of all directors

6.8

All directors must conduct themselves according to the ACSKG Directors Description & Process document as amended from time to time.

Hiring an administrator

6.9

Directors may hire an administrator to fulfill the duties of secretary and treasurer. This position is determined by the Administrator Job Description & Remuneration document as amended from time to time.

## **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.