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## Constitution

1. The name of the society is The Victoria Writers' Society.
2. The purpose of the society is the promotion, support, and community of Victoria writers.
3. Upon winding up or dissolution of the Victoria Writers' Society, the assets that remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations or organizations registered under the provision of the *Income Tax Act (Canada)* as may be determined by the members of the Victoria Writers' Society at the time of winding up or dissolution. This provision shall be unalterable.

## Bylaws of the Victoria Writers' Society

### Part 1 - Interpretation

1. Definitions:
  - (a) In these bylaws, unless the context otherwise requires,
    - (i) "Current business" means the presentation of workshops, lectures, contests, readings, and other such activities as are in accord with the purposes of the society;
    - (ii) "Directors" means the directors of the society for the time being;
    - (iii) "*Societies Act*" means the *Societies Act* of the Province of British Columbia from time to time in force and all amendments to it;
    - (iv) "Registered address" of a member means his address as recorded in the register of members.
  - (b) The definitions in the *Societies 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 male person include a female person and a corporation.

### Part 2 - Membership

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. A person may apply to the directors for membership in the society and on acceptance by the directors shall be a member.
5. Every member shall uphold the constitution and comply with these bylaws.
6. The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the society.

7. A person shall cease to be a member of the society

- (a) By delivering his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
- (b) On his death, or in the case of a corporation on dissolution;
- (c) On being expelled;
- (d) On having been a member not in good standing for three consecutive months.

8. Expulsion of a member:

- (a) A member may be expelled by a special resolution of the members passed at a general meeting.
- (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- (c) The person 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.

9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society, and he is not in good standing so long as the debt remains unpaid.

### Part 3 - Meetings of members

10. General meetings of the society shall be held at the time and place, in accordance with the *Societies Act*, that the directors decide.

11. Every general meeting, other than an annual general meeting, or a regular general meeting, is an extraordinary general meeting.

12. The directors may, when they think fit, convene an extraordinary general meeting.

13. Notice of meetings:

- (a) Notice of an annual or extraordinary general meeting shall specify the place, day, and hour of meeting and, in case of special business, the general nature of that business.
- (b) 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. There shall be three types of general meetings of the members:

- (a) Annual General Meetings. The first annual general meeting shall be held not more than fifteen months after the date of incorporation, and after that an annual general meeting shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding annual general meeting;
- (b) Extraordinary General Meetings; and
- (c) Regular General Meetings. Regular general meetings shall be held monthly, or at such other intervals as the members may from time to time decide, and members shall not be entitled to specific notice. Regular general meetings shall be for the following purposes only:
  - (i) Receiving the reports of directors on current business;
  - (ii) Receiving the reports of committees on current business;
  - (iii) Forming such committees as the members may decide from time to time, and electing chairmen and members of such committees;

- (iv) Presentation of such activities or entertainments as are in accord with the purposes of the society.

#### 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 transacted at an annual general meeting, except
  - (i) The adoption of rules of order;
  - (ii) The consideration of 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 an auditor, if required; and
  - (vii) The 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 meeting.

##### 16. Quorum:

- (a) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when quorum is not present.
- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (c) A quorum is three members present, or a greater number that the members may determine at a general meeting.

17. If within thirty minutes from the time appointed for an annual or extraordinary general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall 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 thirty 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, shall preside as chairman of a regular, annual, or extraordinary general meeting.

19. If, at a regular, general, or extraordinary general meeting

- (a) There is no president, vice president, or other director present within fifteen minutes after the time appointed for holding the meeting; or
- (b) The president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.

20. Adjournment:

- (a) An annual or extraordinary general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

- (c) 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 annual or extraordinary general meeting.

21. Resolutions:

- (a) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.
- (b) In case of an equality of votes, the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member, and the proposed resolution shall not pass.

22. Voting:

- (a) A member present at a meeting of members is entitled to one vote.
- (b) Voting is by show of hands.
- (c) Voting by proxy is permitted, provided the proxy is in writing, is signed by the member giving it, and designates a member who shall exercise it and the meeting at which it may be exercised. No general proxy, exercisable at more than one meeting, shall be valid.

23. A corporate member may vote by its authorized representative, who is entitled to speak and vote and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the society.

## Part 5 - Executive Committee

24. The Executive Committee consists of the following officers: president, vice president, secretary, and treasurer.

25. Election of officers:

- (a) The president, vice president, secretary, and treasurer will be elected at an annual general meeting.
- (b) Separate elections will be held for each office to be filled.
- (c) An election may be by acclamation; otherwise it will be decided by secret ballot.
- (d) An officer's term of office ends upon the election of his successor at an annual general meeting. If no successor is elected, the person previously elected continues to hold office.

26. Appointment of officers:

- (a) The Executive Committee may appoint a member to fill a normally elected office that has become vacant.
- (b) An officer so appointed holds office only until the election of officers at the next following annual general meeting of the society, but is eligible for re-election at that meeting.
- (c) If four (4) members of the VWS general membership prefer an election of the officer prior to the next following annual general meeting, a special general meeting will be called to hold an election. The appointed individual may stand for office in that instance.

## Part 6 - Directors

27. The number of directors will be four. The president, vice president, secretary, and treasurer are the directors of the society by virtue of holding those offices.

28. A director's term of office is identical to his term of office as an officer.

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

30. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.

31. No director will be remunerated for being or acting as a director, but a director will be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

## Part 7 - Steering Committee

32. The Steering Committee consists of the members of the Executive Committee plus any other members appointed by the Executive Committee to serve on the Steering Committee.

33. The Steering Committee decides on the priorities of the society and manages the general course of its operations.

## Part 8 - Proceedings of directors

34. Meetings:

- (a) The directors may meet together at the places they think fit to dispatch business, adjourn, and otherwise regulate their meetings and procedures as they see fit.
- (b) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.
- (c) The president shall be chairman of all meetings of the directors; but if at a meeting the president is not present within thirty minutes after the time appointed for holding the meeting, the vice president shall act as chairman; but if neither is present the directors may choose one of their number to be chairman at that meeting.
- (d) A director may at any time request, and the secretary shall convene, a meeting of the directors.

35. Delegation of powers:

- (a) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (b) A committee so formed in the exercise of the powers so delegated shall conform to any rules 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.

36. A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within thirty 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 chairman of the meeting.

37. The members of a committee may meet and adjourn as they think proper.

38. 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.

39. 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, or fax, of any meeting of the directors; and may at any time withdraw the waiver; and until the waiver is withdrawn,

- (a) No notice of meetings of directors shall 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, shall, if a quorum of directors is present, be valid and effective.

40. Voting:

- (a) Questions arising at a meeting of directors or committee of directors shall be decided by a majority of

votes.

(b) In case of an equality of votes the chairman does not have a second or casting vote.

41. No resolution proposed at a meeting of directors or committee of directors need be seconded, and the chairman of a meeting may move or propose a resolution.
42. 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 9 - Duties of officers

43. President:

- (a) The president shall preside at all meetings of the society and of the directors.
- (b) The president is the chief executive officer of the society, and shall supervise the other officers in the execution of their duties.

44. The vice president shall carry out the duties of the president during his absence.

45. The secretary shall keep minutes of all meetings of the society and directors.

46. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

47. The treasurer shall

- (a) Keep the financial records, including books of account necessary to comply with the *Societies Act*; and
- (b) Render financial statements to the directors, members, and others when required.

48. One member of the Steering Committee will be designated to maintain the register of members and register of directors.

## Part 10 - Seal

49. The directors may provide a common seal for the society, and may destroy a seal and substitute a new seal in its place.

50. The common seal shall be affixed only when authorized by a resolution of the directors, and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed in the presence of the president and secretary or president and secretary-treasurer.

## Part 11 - Borrowing

51. In order to carry out the purposes of the society the directors may, with the approval of the membership, 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 the foregoing, by the issue of debentures.

52. No debenture shall be issued without the sanction of a special resolution.

53. 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 12 - Auditor

54. This part applies only when the society is required or has resolved to have an auditor.

55. The first auditor shall be appointed by the directors, who shall also fill all vacancies occurring in the office of auditor.
56. At each annual general meeting, the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
57. An auditor may be removed by ordinary resolution.
58. An auditor shall be promptly informed in writing of appointment or removal.
59. No director and no employee of the society shall be auditor.
60. The auditor may attend general meetings.

### Part 13 – Notices to members

61. A notice may be given to a member personally, by mail, or by electronic means such as email, using the contact information provided by the member.
62. A notice sent by mail shall be deemed to have been given on the second day following that 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.
63. Notice of meetings:
  - (a) Notice of a general meeting shall be given to
    - (i) Every member shown on the register of members on the day the notice is given; and
    - (ii) The auditor, if part 10 applies.
  - (b) No other person is entitled to receive a notice of a general meeting.

### Part 14 - Bylaws

64. On being admitted to membership, each member is entitled to, upon request, a copy of the constitution and bylaws of the society, which the society must give him free of charge.
65. These bylaws shall not be altered or added to except by special resolution.

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