



## DAVID DOUGLAS BOTANICAL GARDEN SOCIETY BYLAWS

### *Part 1 – Interpretation*

1. (1) In these bylaws, unless the context otherwise requires,
  - a) “directors” means the directors of the society for the time being;
  - b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - c) “registered address” of a member means his address as recorded in the register of members.
  - d) “member” means an individual, corporation or family household
    - a. Individual is a person who has reached the age of majority;
    - b. Corporation is an authorized representative of a corporation;
    - c. Family is one household.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a 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.
  - (1) Membership is defined as:
    - a) Family – one household, one vote at general meetings of the Society;
    - b) Corporate – an authorized representative of a corporation is entitled to one vote at general meetings of the Society;
    - c) Honorary – is an individual, non-voting, no dues, annual review;
    - d) Lifetime – individual, no dues, one vote, full rights of membership.
    - e) Senior – one household, 65 years of age, one vote at general meetings of the society;
    - f) Student-individual, one vote at general meetings of the society, must show student identification on yearly renewal
  
    - g) Family Membership: \$40.00 (a change from \$35.00) , Senior Membership: \$30.00 (a change from \$25.00), Student Membership \$25.00 (a change from \$20.00).
    - h) Corporate membership \$100.00  
(Revised April 23, 2019)
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
8.
  1. A member may be expelled by Resolution passed by the Board of Directors.
    - (2) The notice of Resolutions for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion at a Board of Directors meeting.
    - (3) The person who is the subject of the proposed resolution shall be given an opportunity to be heard at a Board of Directors meeting before the Resolution is put to 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 Society Act, that the directors decide.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The directors may, when they think fit, convene an extraordinary general meeting.



13. (1) Notice of a general meeting shall specify the place, day and hour of the meeting, and in case of special business, the general nature of that business.  
(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
14. The first annual general meeting of the society shall be held not more than 15 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 15 months after the holding of the last preceding annual general meeting.

*Part 4 – Proceedings at General Meetings*

15. Special business is:
  - a) all business at an extraordinary general meeting except the adoption of rules of order: and
  - b) all business transacted at an annual general meeting, except
    - i. the adoption of rules of order
    - ii. the consideration of the financial statements:
    - iii. the report of the directors:
    - iv. the report of the auditor, if any:
    - v. the election of the directors:
    - vi. the appointment of the 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. (1) 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 a quorum is not present.  
(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.  
(3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, 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 30

minutes from the time appointed for the meeting, the members present constitute a quorum.

18. Subject to bylaw 19, the president of the society, the vice president or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.
19. If at a general meeting:
  - a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting: or
  - b) the president and all the other directors present are unwilling to act as a chairman, the members present shall choose one of their number to be chairman.
20. (1) A 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.  
(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.  
(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
21. (1) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.  
(2) 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. (1) A member in good standing present at a meeting of members is entitled to one vote.  
(2) Voting is by show of hands  
(3) Voting by proxy is not permitted
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 – Directors and Officers*

24. (1) 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
- a) all laws affecting the society;
  - b) these bylaws; and
  - c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.

(2) No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

25. (1) The number of elected Directors shall be 13.

(2) At the first Board meeting following the AGM, the Executive positions of President, Vice-President, Secretary and Treasurer will be determined by the Directors.

(3) The four Executive members shall have signing authority for the Society.

(4) Two of the Directors of the Society shall be appointed by the University of Northern British Columbia and shall be known as appointed Directors.

(5) The term of office of each appointed Director is at the pleasure of the University.

(6) If an appointed Director resigns their office, or otherwise ceases to hold office the University shall appoint a successor.

(Revised April 23, 2019)

26. (1) The directors shall be elected for a two-year term to a maximum of three consecutive terms. At the discretion of the Board of Directors, a Director who has fulfilled their third term may be asked to stand for re-election at the Annual General Meeting for an additional two year term.

(2) All members of the society are eligible to be elected to an office of the Society.

(3) An election may be by acclamation; otherwise it shall be by ballot.

(4) At their first meeting, directors shall elect from among their number a president, vice-president, secretary and treasurer, if positions are vacant.

(5) The term for Past President shall be for two (2) years after leaving the position of President.



27. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the elected directors.
- (2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for re-election at the meeting.
28. (1) If an elected director resigns his office or otherwise ceases to hold office the remaining directors shall appoint a member to take the place of the former director.
- (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
29. The members may by special resolution remove an elected director before the expiration of his term of office and may elect a successor to complete the term of office.
30. No directors shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses reasonably incurred by him while engaged in the affairs of the society.

*Part 6– Proceedings of Directors*

31. (1) 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.
- (2) 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.
- (3) The president shall be chairman of all meetings of the directors, but if at a meeting, the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman: but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
- (5) Directors are expected to attend all Board meetings. Notice must be forwarded to a member of the Executive when not attending.
- (6) Board members shall not miss more than three(3) consecutive meetings in a fiscal year. Notice must be forwarded to the directors when not attending.
32. (1) The directors may delegate any, but not all, of their powers to committees.
- (2) All committees must report to a Director of the Board who will be a member of that committee.

(Revised April 23, 2019)

33. 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 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 chairman of the meeting.
34. The members of a committee may meet and adjourn as they think proper.
35. 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 appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
  - a) no notice of meeting 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 the directors is present, be valid and effective.
37. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.  
(2) In case of an equality of votes the chairman does not have a second or casting vote.
38. 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.
39. A resolution in writing, signed by all the directors and placed with the minutes of the directors is valid and effective as if regularly passed at a meeting of directors.

*Part 7 – Duties of Officers*

40. (1) The president shall preside at all meetings of the society and of the directors.  
(2) The president is the chief executive officer of the society and shall supervise the other officers in the executions of their duties.
41. The vice president shall carry out the duties of the president during the President's absence.



42. The secretary shall:
- a) conduct the correspondence of the society:
  - b) issue notices of meetings of the society and directors:
  - c) keep minutes of all meetings of the society and directors:
  - d) have custody of all records and documents of the society except those required to be kept by the treasurer:
  - e) have custody of the common seal of the society: and
  - f) maintain the register of the members.
43. The treasurer shall:
- a) keep the financial records, including books of account, necessary to comply with the *Society Act*: and
  - b) render financial statements to the directors, members and others when required.
44. (1) The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.
- (2) When a secretary treasurer holds office the total number of directors shall not be less than 6 or the greater number that may have been determined pursuant to bylaw 25(1).
45. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

#### *Part 8 – Seal*

46. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
47. 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 not persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

#### *Part 9 – Borrowing*

48. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
49. No debenture shall be issued without the sanction of a special resolution.



50. The members may by special resolutions restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

*Part 10 – Auditor*

51. This part applies only where the society is required or has resolved to have an auditor.
52. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
53. 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.
54. An auditor may be removed by ordinary resolution.
55. An auditor shall be promptly informed in writing of appointment or removal.
56. No director and no employee of the society shall be auditor.
57. The auditor may attend general meetings.



### *Part 11– Notices to Members*

58. A notice may be given to a member, either personally or by mail to him at his registered address.
59. 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 notices have been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
60. (1) Notice of a general meeting shall be given to:
  - a) every member shown on the register of members on the day notice is given: and
  - b) the auditor, if Part 10 applies(2) No other person is entitled to receive a notice of general meeting.

### *Part 12– Bylaws*

61. On being admitted to membership, each member is entitled to and the society shall give him, without charge, a copy of the constitution and bylaws of the society.
62. These bylaws shall not be altered or added to except by special resolution.

### *Part 13- Previous Constitutional Provisions*

63. for the purpose of carrying out its purposes:
  - i. to borrow, raise or secure the payment of money in such manner as it thinks fit;
  - ii. to draw, make, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferrable instruments;
  - iii. to pay out of the funds of the society all or any of the expenses of or incidental to formation or organization thereof for which the society may consider necessary;
  - iv. to enter into any agreements with any authorities, federal, provincial, municipal, regional or other, or corporations, associations or societies or persons which may seem conducive to the attainment of the purposes of the society, or any of them, and to obtain from any such body or person any rights, privileges and concessions which the society may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
  - v. to raise funds to enable the society to carry out its stated purposes by charging, soliciting, receiving money and property, both real and personal, by gift, contribution, bequest, devise, or otherwise, and including but not limited to the obtaining of fund from both the government of Canada and the government of British Columbia;

- vi. to acquire or take by purchase, lease, license, loan, exchange, gift, devise, bequest or otherwise, all kinds of real and personal property, and to sell, exchange, mortgage, lease, let, improve and develop the same, and to erect and maintain in any buildings for the society.

This provision was previously in constitution and unalterable.

64. In the event that the society should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall be turned over to one or more recognized charitable organizations in Canada, or to trustees on trust for a charitable purpose, or to the Minister of Finance of the province of British Columbia as the members may determine by ordinary resolution. This provision was previously in constitution and unalterable.

65. No member of the society shall derive any pecuniary benefit from membership in the society by way of profits, dividends or capital distribution or in any other way, but this shall not apply to any member insofar as he may serve as an employee of the society who shall be entitled, notwithstanding his membership, to receive reasonable remuneration for such services as he may perform. This provision was previously in constitution and unalterable.

Articles 63, 64 and 65 are unalterable in accordance with the BC Society Act.