

# Societies ByLaws

## MEMBERSHIP

1. Membership fee, in the society shall be determined, from time to time, by the members at a general meeting. Any person certified by the Hang Gliding and Paragliding Association of Canada, and being of the full age of 16 years, may become a member by signing a waiver, and upon payment of the fee, unless a meeting by resolution otherwise decides.
2. Any member wishing to withdraw from membership may do so upon the non renewal of membership the following year. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of the board of directors of the society may be expelled from membership for any cause which the society board may deem reasonable.

## BOARD OF DIRECTORS

1. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
2. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.
3. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days notice in writing by email to each member or by three days notice by telephone.
4. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
5. Any director or officer, upon a majority vote of all members in good standing, may be removed from office or any cause which the society may deem reasonable.

## PRESIDENT

1. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

## SECRETARY/TREASURER

1. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary/Treasurer shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
2. The Secretary/Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

## MEMBERSHIP DIRECTOR

1. The Membership Director shall keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Secretary/Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

## AUDITING

1. The books and records of the society may be inspected by any member of the society upon giving 30 days notice and arranging a time satisfactory to the officer or officers having charge of same.

## GENERAL MEETINGS

1. This society shall hold an annual general meeting on or before December 31, in each year, of which notice in writing will be delivered through the forum prior to

the date of the meeting. At this meeting there shall be elected a President, Secretary, Treasurer, (or Secretary/Treasurer), and three directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

2. General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board. A special general meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of the president, delivered in the mail twenty days prior to the meeting.
3. General meetings of the society must be held either in person within the Lower Mainland area of British Columbia, or using online teleconferencing software such as Skype, Google Meet, Google Hangouts or Zoom. In-person meetings may be augmented with online teleconferencing, such that some members, directors and/or officers participate in-person while others participate via teleconference.
4. Whether a given general meeting should be held in-person or by teleconference or both (as described above) is at the board's discretion, and must be specified in the required notice announcing the general meeting. The notice shall include instructions for participating in the teleconference if that is an option at this meeting.
5. Teleconferencing software used for general meetings, if any, must allow members to participate essentially similarly to if they were attending in person – the participating members must be able to listen to the meeting, ask questions, listen to the answers, nominate directors, cast votes, etc. in real time. The software must be able to indicate which of the teleconferencing participants, if any, is currently speaking.
6. Just as in-person general meetings must not require an entry fee, any teleconferencing software used for general meetings must be free of cost to participating members. Nevertheless, members participating by teleconference might be required to have access to a general purpose computer with a broadband internet connection in order to use the software, and the cost of such access shall be borne by participating members. The board should strive to choose software that is cheap or free to license, easy to operate, is widely available, and does not compromise members' privacy.

## VOTING

1. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any general meeting of the society.
2. Such votes can only be made in person or using the teleconferencing software as described above, and not by proxy or otherwise.

#### BYLAWS

1. The Bylaws may be rescinded, altered or added to by a "Special Resolution".