

# Bylaws of the Chilliwack Pickleball Club (“CPC” or the “Society”)

## PART 1 – DEFINITIONS AND INTERPRETATION

### Definitions

**1.1 In these Bylaws:**

- a) “Act” means the **Societies Act of British Columbia**, as amended from time to time;
- b) “CPC” or “Society” means the Unincorporated Association named Chilliwack Pickleball Club;
- c) “Board” or “Directorship” means the Directors of the Society;
- d) “Bylaws” means the Bylaws as amended from time to time;
- e) “Mail” or “correspondence” shall refer to delivered and electronic mail and correspondence; and
- f) “Client” or “Athlete” means the intended participants for which the CPC sets forth in the Constitution as the CPC’s purpose.

### Definitions in Act apply

**1.2** The definitions in the Act apply to these Bylaws.

### Interpretations

#### Registered Office

**1.3** The Registered Office of CPC will be located in the province of British Columbia at such address as the Board may determine.

### General Regulations

**1.4** Words importing the singular where the context so admits include the plural meaning and vice versa.

### Policies and Procedures

**1.5** Except as provided in the Act, contents of these Bylaws may be interpreted by CPC Board of Directors by way of;

- a) Enacting policies and procedures as addendums to these Bylaws, (pursuant to subsection 1.7), as a result of ambiguity, or clarity, provided such interpretation is consistent with the purpose, as defined in CPC’s Constitution.
- b) Accepting motions to alter at a General, Special, or Annual General meeting, (pursuant to subsection 1.7)

### Gender Neutrality

**1.6** Contents of these Bylaws infer gender neutrality unless specific inference requires gender identification.

## **Conflict with Act or Regulations**

**1.7** If there is a conflict between these Bylaws (notwithstanding subsection 1.5, a, b) 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 for membership in the Society, and the person becomes a member on the Board's acceptance of the application.

### **Duties of members**

**2.2** Every member must uphold the constitution of the Society and must comply with these Bylaws.

### **Amount of membership dues**

**2.3** The amount of the annual membership dues and/or "drop-in fees", if any, will 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, and/or "drop-in fees", 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) Will be 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 2 consecutive months, and/or failure to pay or falsify record of payment of "drop-in" fees determined by 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, and;
- f) Any 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, the chair will be presided by:
    - (i) The president,
    - (ii) The vice-president, if the president is unable to preside as the chair, or
    - (iii) Any 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 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.

### **Proxy voting not permitted**

- 3.15** Voting by proxy is not permitted.

### **Matters decided at general meeting by ordinary resolution**

- 3.16** 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**

### **Number of directors on Board**

- 4.1** The Society must have no fewer than 3 and no more than 11 directors.

### **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.

### **Directors may fill casual vacancy on Board**

- 4.3** 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**

- 4.4** 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.

## **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;
- e) Registrar.

### **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, and:

- a) The president may assume other responsibilities at the discretion of the Board.
- b) The president's term in office shall be two (2) years, and;
- c) The president is eligible to be elected in consecutive terms, notwithstanding Part 4, paragraph 4.2.

### **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, and:

- a) The vice-president may assume other responsibilities at the discretion of the Board.
- b) The vice-president's term in office shall be one (1) year, and;
- c) The president is eligible to be elected in consecutive terms, notwithstanding Part 4, paragraph 4.2.

### **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 of the annual report of the Society and making any other filings with the registrar under the Act,
- f) The secretary's term in office shall be two (2) year, and;
- g) The secretary is eligible to be elected for consecutive terms, notwithstanding Part 4, paragraph 4.2.

#### **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,
- e) The treasurer's term in office shall be two (2) year, and;
- f) The treasurer is eligible to be elected for consecutive terms, notwithstanding Part 4, paragraph 4.2.

#### **Role of registrar**

**6.8** The registrar is responsible for maintaining the register of members, including but not limited to:

- a) Have custody of all records and documents of the Society except those required to be kept by the Treasurer;
- b) Registration of all new and returning athletes and/or clients to the CPC and affiliated governing Society and;
- c) Related duties as requested by the Board of Directors.
- d) The registrar's term in office shall be two (2) year, and;
- e) The treasurer is eligible to be elected for consecutive terms, notwithstanding Part 4, paragraph 4.2.

#### **Role of Director at Large**

**6.9** Director at Large is responsible for specific functions for the betterment of the CPC, or as directed by the Board members within any Board Meeting by simple majority vote, provided:

- a) Director at Large agrees to accept the direction; and

- b) Acceptance is not intended to usurp existing authority.
- c) Notwithstanding Part 4, paragraph 4.1
- d) The member at large's term in office shall be one (1) year, and;
- e) The member at large is eligible to be elected in consecutive terms, notwithstanding Part 4, paragraph 4.2.

## **PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY**

### **Remuneration of directors**

**7.1** These Bylaws do not permit the Society to pay to any director remuneration for being a director, except to allow directors to receive free playing privileges. 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, cheque, 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.

## **Part 8 – Expenditures by Board of Directors**

- 8.1** The Board of Directors of the Chilliwack Pickleball Club may make expenditures up to five thousand Dollars (\$5,000) for non –operational expenditures, when approved by a ¾ majority vote of the Board Members.
- 8.2** Expenditures by the Board of Directors exceeding five thousand dollars (\$5,000) for non-operational expenses, must be approved by a 2/3 majority of a quorum at a regular members meeting.