

COMOX VALLEY NEWCOMERS' CLUB BYLAWS


CAROL PREST

Article I Meetings

General meetings shall be held once a month from September to June inclusive. General meetings will not be held during July or August. Meetings may consist of a business meeting, a guest speaker and an opportunity to socialize. Meetings shall be publicized using a variety of community media and the CVN website.

Article II Membership & Dues

- The membership of the organization shall be the applicants for incorporation under the Society Act of British Columbia and those persons who subsequently become members in accordance with these bylaws and in either case have not ceased to be members.
- A woman may apply for membership, and will be accepted, if she meets the following criteria:
 - is 19 years or older
 - has resided in the Comox Valley for a period of time not greater than two calendar years immediately prior to her application
 - completes CVN registration form and pays the dues
- A woman ceases to be a member of CVN when:
 - the member resigns
 - annual dues are not paid
 - the member fails to comply with the bylaws of the organization
 - the member has completed three years of membership in the organization

*Length of membership in CVN is limited to three years. For the purpose of this bylaw, a member joining between June and December will be deemed to have completed one year of membership at the end of May the following year. Those members joining between January and May of that fiscal year will be deemed not to have completed a year of membership.

- Members in good standing have the right to take part in the activities of CVN, space and numbers permitting. Where space or numbers to an activity are limited, the activity is on a first-come/first-serve basis. Members are in good standing when they have paid the annual dues and have complied with the bylaws of the organization.
- Potential members may attend one general meeting as a guest of CVN
- Dues shall be:
 - payable annually in June. After October 15 dues become outstanding and membership will lapse. The Executive may look at extenuating circumstances
 - pro-rated at the discretion of the Executive
 - refundable only at the discretion of the Executive

Article III Prohibitions

- Members are prohibited from using the membership list, any activity group or any general meeting for the purpose of soliciting business or selling any product or service.
- Distribution of the membership list, or parts thereof, to

non-members for any reason is expressly prohibited.

- The organization as a group or any of the activity groups sponsored by CVN will not take a stance on any issue, nor will it promote a cause of any kind with the following exception:

Ticket sales at general meetings, to be held at the discretion of the Executive, the proceeds of which shall be directed to a group as determined by the Executive.

Article IV Officers

- President:
 - presides at meetings of CVN and the Executive
 - prepares CVN agenda from the information provided by the Vice-Presidents, Secretary and others
 - promotes CVN progress
 - has signing authority with the Treasurer and/or Secretary
 - keeps lists of duties for each Officer and committee chair
 - ensures that the following registrations and reports are completed and

payments made:

-annual liability insurance

-annual membership to the National Newcomers Association of Canada

-society registration to BC Societies Online.

- Vice-Presidents:
 - preside in the President's absence or upon request
 - submit for approval to the Executive a program for the general meetings and carry out the approved programs
 - arrange rental of the general meeting site
- Secretary:
 - keeps minutes of each general meeting and Executive meeting
 - has signing authority with the Treasurer and/or President
 - handles CVN correspondence
 - makes the minutes available for the Executive within two weeks of each meeting
 - acts as caretaker for the minutes and records of the society
 - completes the following registrations and reports and forwards

payments for the same:

-annual liability insurance

-annual membership to the National Newcomers Association Canada

-society registration to the BC Societies Online

- Treasurer:
 - acts as caretaker of the financial records of CVN
 - establishes an annual budget, for approval by the Executive, at the first Executive meeting
 - deposits funds in a bank in the name of CVN
 - pays CVN bills
 - has signing authority with the President and/or Secretary

- ensures that each cheque has two signatures
- ensures any proposed electronic (online) payment instrument has adequate audit controls
- shall provide a written report of receipts and expenses and year to date figures at each Executive meeting
- prepares and presents an annual financial statement at the end of the fiscal year
- arranges, with approval of the other Officers, for a review of the financial records at the fiscal year end
- prepares and submits cheques or pre-authorized electronic payment instrument to the Secretary for the following:
 - annual liability insurance
 - annual membership to the National Newcomers Association Canada
 - society registration to the BC Societies Online

- Past President:
 - may be present at Executive meetings when possible and assist the President when necessary. The position is ex-officio to the Executive

Article V Standing Committees

- Membership:
 - keeps a record of active, inactive and prospective members
 - provides information to the Website editor for distribution to members
 - provides membership applications to prospective members
 - collects dues and gives membership receipts
 - provides name tags
- Website Editor:
 - maintains CVN's website
 - prepares and posts articles of interest to the CVN membership on the CVN website
 - prepares and posts messages approved by the Executive Committee on the CVN website
 - seeks content from Executive Committee and members for posting to the CVN website
 - monitors the CVN email account and ensures emails are addressed by the appropriate Executive Committee members
- Publicity:
 - publicizes and promotes CVN, its activities and meetings
- Activities:
 - serves as liaison representative between the activity conveners and the Executive
 - oversees existing activities and initiates new activities where interest is expressed

- recruits conveners and ensures there is a convener for each activity
- Hospitality:
 - makes arrangements for refreshments to be served at the general meetings
 - organizes the Christmas party and other events as decided by the Executive Committee
- Sunshine & Raindrops:
 - Sends cards to members as requested
 - recruits hostesses to help with hospitality duties
 - organizes monthly birthday luncheons for members

Article VI Elections

- Nominations

A nominating committee of four members, including two members of the current membership and two of the current Officers shall be appointed at the January or February general meeting. They shall present a slate comprised of at least one candidate for each office at the April general meeting. This slate of candidates will then be published on the CVN website prior to the May general meeting. Additional candidates may be nominated from the floor at the May general meeting. The person nominated from the floor must consent to stand for the position prior to the nomination. The Nominating Committee shall also attempt to fill the Standing Committee positions.

- Elections

The Officers will be elected by ballot at the May general meeting. Their term of office will commence after the installation in June. An Officer will be eligible to hold the same office for only one year or portion thereof.

- Voting

Only members in good standing are eligible to vote. Voting shall be by secret ballot if there is more than one nominee for any office. The candidate receiving the most votes will be elected.

- Vacancies

Vacancies that occur during any term for any reason shall be filled for the remainder of that term by appointment of the Officers.

Article VII Governance

- CVN shall be governed by an Executive comprised of the Officers and the Standing Committee chairs.
- Meetings of the Executive shall be held monthly excepting July and December or at the call of the President. The final Executive meeting of each term shall be attended by both the outgoing and incoming Executives at which time all records shall be turned over to the new Executive.
- At Executive meetings a quorum shall consist of one half of the Executive. A motion will be carried with a vote of 50% + 1 of members present in favour.
- The Executive is authorized to spend a maximum of \$500.00 on behalf of CVN to be approved by a minimum of three members of the Executive. An expenditure greater than

\$500.00 shall require the prior authority of the general membership.

- A member holding a position on the Executive ceases to hold that position if the member is no longer a member in good standing, or upon a two-thirds vote of the remaining Executive members after notice has been given at the previous Executive meeting. The Executive may consider removal of an Executive member for failure to fulfill the requirements of the position or for acting in a manner that is detrimental to the purposes of CVN.
- Any new business from the floor shall be tabled for discussion at the next general meeting.
- No member of CVN has the authority to make any commitment on behalf of CVN without authorization from the Executive.

Article VIII Financial Records

A review of the financial records by two people outside of the Executive is to be made at the end of the fiscal year. An honorarium may be given to the two people (if not CVN members) reviewing the financial records at the discretion of the Executive. Books and records of CVN may be inspected by any member of CVN upon giving reasonable notice and arranging a time satisfactory to the Treasurer.

Article IX Records

Each Officer and all Committee chairs shall submit a written report at the end of the fiscal year.

Article X Remuneration

No Officer or member of CVN shall receive any remuneration for services.

Article XI Quorum & voting

At general and annual general meetings a quorum shall consist of 20% of the members in good standing. All members in good standing present at a meeting are entitled to vote on any issue presented to the meeting for resolution. Proxy voting shall not be permitted. A motion will be carried with a vote of 50% +1 of members present in favour.

Article XII Amendments to Bylaws

These bylaws may be rescinded, altered or added to at any general meeting of CVN by a three-quarter resolution of the members present, provided that the amendment has been submitted in writing and proper notice has been given at the previous general meeting.

Article XIII Fiscal Year

The fiscal year shall begin June 01 and end May 31.

Article XIV Borrowing

The Executive is specifically prohibited from any borrowing or in any way creating a long-term financial liability for CVN. A long-term liability is defined as any debt that would not be cleared during one calendar year.

Updated by Special Resolution March 9, 2020