



T.K. SPARKS

COMOX VALLEY NEWCOMERS' CLUB BYLAWS

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. The Executive has discretion to accept new applicants beyond the two year requirement, provided the discretion is exercised having due regard to the 'newcomer' principles for membership.
 - 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;
 - in accordance with these bylaws, the Executive determines that a member is acting in a manner that is detrimental to the best interests of CVN; or
 - subject to the exception below, the member has completed four years of membership in the organization
- Length of membership in CVN is limited to four years, with the following exception:
Exception to four-year limit: A fourth-year member who is elected to an Executive role and/or who serves as a standing committee Chair, and whose membership will expire prior to May 31 (Article XIII: Fiscal Year June 1 – May 31) of the year of service, will have their membership term extended to coincide with the Fiscal Year end, but not beyond. This extension allows for fulfilment of the member's service to CVNC for the entirety of the Fiscal Year and will be at no charge to the member.
- 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.
- Subject to the discretion of the Executive, dues shall be:
 - payable annually on a member's renewal date, after which, dues become outstanding and membership lapses;
 - pro-rated to account for exceptional circumstances;
 - non-refundable.

Article III Prohibitions

- Members are prohibited from using the membership list, any activity group or any general meetings for the purpose of soliciting business, proselytizing, 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: fundraising and donation contributions at general meetings and club functions, at the discretion of the Executive, the proceeds of which shall be directed to a charity or non-profit group as determined by the Executive.

Article IV Officers

- President
 - presides at meetings of CVN and the Executive
 - prepares CVN meeting agendas from the information provided by the Vice-Presidents, Secretary and others
 - promotes CVN progress
 - shares signing authority with the Treasurer and/or Secretary
 - keeps lists of duties for each Officer and committee Chair current, with assistance of Executive
 - 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-President(s)
 - presides in the President's absence or upon request
 - submits for approval to the Executive a program of speakers for the general meetings and carries out the approved program
- Secretary
 - keeps minutes of each general meeting and Executive meeting
 - shares 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
 - shares 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
 - provides 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

- maintains membership data
- receives and responds to member and prospective member inquiries
- provides name tags

- Communications

- receives or creates, revises, circulates (to Executive as appropriate) and finalizes all communications to members and third parties to ensure clear, accurate and consistent CVN messaging and branding (includes email, newsletter, publicity, etc.)
- receives or creates, revises, circulates (to Executive as appropriate) and finalizes all substantive content for website and provide Webmaster with print-ready materials for uploading to website
- reviews website regularly and works with Webmaster to ensure website content is accurate, current, appropriate and consistent with CVN branding

- Publicity Role (Communications Subcommittee)

- researches ways to increase CVN's public profile and proposes options to Executive
- prepares advertising materials and submits to Communications Chair
- organizes opportunities for CVN to increase its presence in the CV

- Newsletter Editor (Communications Subcommittee)

- solicits newsletter articles and content from Executive and, where appropriate, Membership
- drafts and circulates monthly newsletter to Communications Chair and Executive for revisions and comments
- provides final version of Newsletter to Webmaster in print-ready form for uploading

- Webmaster

First point of contact for the Executive, Standing Committees and members at large with respect to technical and functional aspects of the club website. The Webmaster is a *technical* position, and is not responsible for editing content.

- is responsible for initial troubleshooting when website technical problems are reported or encountered
- manages website changes and issues, either directly or as required and within budgetary limitations, using pre-approved contractor
- acts a liaison between Executive and third-party website contractor(s) in negotiation of contract and during Term
- provides support to Communications (Publicity) in managing the club's social media presence
- manages emails sent specifically to website address (address or redirect, depending on content)
- uploads website content as provided print-ready by Communications Chair

- **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
 - arranges rental of the general meeting site
 - organizes the Christmas party and other events as decided by the Executive Committee
- **Welcome and Life Events**
 - sends cards to members as requested
 - recruits hostesses to help with hospitality duties
 - organizes monthly birthday luncheons for members
- **Community Wins**
 - provides options to the Executive to choose a charity, on an annual basis
 - supports fundraising for the selected charity through 50/50 draws at the monthly General Meetings in accordance with the Provincial Gaming Authority
 - reviews legislation and attends to all provincial licensing requirements to maintain gaming account, secure gaming licence(s) and reporting
 - provides Treasurer with copies of all gaming applications and reports
 - conducts other fundraising activities as appropriate
- **Safety and Protocol**
 - provides research on topics of membership safety to Executive
 - establishes club protocols compliant with safety and/or governmental regulations

The Executive shall annually designate one member of the Executive as Privacy Officer.

- **Privacy Officer**
 - is first point of contact when privacy issues arise
 - has the authority to intervene on privacy issues relating to any of CVN's operations
- Responsibilities:
- is familiar with the Personal Information Protection Act and the ten principles of privacy protection
 - maintains currency and compliance with the Privacy Policy
 - responds to requests for access to and correction of personal information
- If appropriate:
- conducts a privacy audit and self-assessment of Club
 - manages privacy training, assisted by Executive
 - works with the Information and Privacy Commissioner in the event of an investigation

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 is eligible to hold the same office for up to two one-year terms, either consecutively or not, provided they are duly elected for each term.
- *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. Each Officer and Standing Committee (Chair) shall have one vote only. Where there is no consensus among members sharing a position, that position's vote will not be counted.
- 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. With the exception of the cost of venue for monthly general meetings, 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, Committee members or CVN member 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 13, 2023 (General Meeting)