


CAROL PREST

Kelowna Farmers' and Crafters' Market Society BYLAWS

Part 1 — Interpretation

1 (1) In these bylaws, unless the context otherwise requires:

"associate member" is a non-voting member of the Society;

"business" means a sole proprietorship, a partnership of two or more persons or an incorporated company;

"directors" means the directors of the Society for the time being;

"registered address" of a member means the member's address as recorded in the register of members.

"regular member" is a voting member of the Society;

"Society Act" means the *Society Act* of British Columbia from time to time in force and all amendments to it;

(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 or businesses who subsequently become either regular or associate members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 4
 - (1) A person or business may apply to the directors for membership in the Society and on acceptance by the directors becomes either a regular or associate member.
 - (2) A person must reside within the North, Central or South Okanagan Regional District to be eligible for membership in the Society, the exact boundaries of which are defined in the society's Rules of Operation.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues for both regular and associate members must be determined at the annual general meeting of the Society.
- 7 A person ceases to be a member of the Society:
 - (1) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society;
 - (2) on his or her death or, in the case of a partnership or corporation, on dissolution;
 - (3) on being expelled; or
 - (4) on having been a member not in good standing for 12 consecutive months.
- 8
 - (1) The board of directors may act to expel a member who has been found to have violated the constitution, bylaws or Rules of Operation of the Society in circumstances where it deems it appropriate to do so. However, such expulsion will only remain in

full force and effect until brought before a meeting of the members for ratification. At such time a special resolution of the members will be required to confirm the expulsion. If the members fail to ratify the board's actions the expelled member will be immediately reinstated;

- (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion;
- (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.

Part 3 — Meetings of Members

- 10 General meetings of the society must 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 must 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 must be held not more than 15 months after the date of incorporation and after that an annual general meeting must 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:

- (1) all business at an extraordinary general meeting except the adoption of rules of order; and
- (2) all business conducted at an annual general meeting, except the following:
 - (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 directors;
 - (vi) the appointment of the auditor, if required;
 - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.

16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not 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 must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(3) A quorum is 3 regular members present or a greater number of regular members that the regular 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, must be terminated, but in any other case, it must 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 regular 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, must preside as chair of a general meeting.

19 If at a general meeting:

(1) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or

(2) the president and all the other directors present are unwilling to act as the chair,

the regular members present must choose one of their number to be the chair.

20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted 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 must 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 conducted at an adjourned general meeting.
- 21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a regular member and the proposed resolution does not pass.
- 22 (1) A regular member in good standing present at a meeting of members is entitled to one vote per business.
- (2) Voting is by show of hands.
 - (3) Voting by proxy is not permitted.
- 23 (1) A regular 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 regular member, and that representative must be considered as a regular member for all purposes with respect to a meeting of the society.
- (2) Minutes of each meeting shall be dutifully kept and disseminated to all directors in a timely manner. The President and Secretary shall each maintain a copy of the minutes in an acceptable format and provide those to the incoming board of directors upon request.

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 that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to
- (a) all laws affecting the Society,
 - (b) these bylaws, and
 - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.
- (2) A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25 (1) The president, past-president (ex-officio, non voting), vice president, secretary, treasurer, six other regular members and two other associate members, neither of whom is eligible to hold any office, are the directors of the society. No business is permitted to have more than one member elected as a director at any given time.
- (2) The number of directors must be eight or a greater number determined from time to time at a general meeting. All directors shall hold office for a term of two years and shall be elected at an annual general meeting. In the first year of effect four directors shall be elected for a term of one year and four directors shall be elected for a term of two years. Thereafter, at each annual general meeting four directors shall be elected for two year terms.
- (3) Directors are restricted to serving four consecutive two year terms,(to a maximum total of 8 years) after which they must step aside for a minimum of one year prior to being eligible for re-election.

- 26 (1) The directors must retire from office at the annual general meeting when their terms as noted in section 25 have expired and their successors are elected.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation; otherwise it must be by ballot.
- (4) If a successor is not elected, the person previously elected or appointed may continue to hold office.
- 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 directors.
- (2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for election at the meeting.
- 28 (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
- (2) A director who has been expelled as a member of the Society during the term of his or her office will automatically cease to hold the position of director.
- (3) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- 29 (1) The board of directors may act to remove a director who has been found to have violated the constitution, bylaws or Rules of Operation of the Society in circumstances where it deems it appropriate to do so. However, such removal will only remain in full force and effect until brought before a meeting of the members for ratification. At such time a special resolution of the members will be required to confirm the removal. If the members fail to ratify the Board's actions the removed director will be immediately reinstated and the director appointed to fill the removed director's position will relinquish his or her position on the board of directors.

(2) In addition, the regular members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

- 30 (1) A director must not be remunerated for being or acting as a director unless such remuneration is approved by vote at an annual general meeting, but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

Part 6 — Proceedings of Directors

- 31 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

(2) The directors may by majority vote appoint certain individuals as advisors to the board of directors in circumstances where they deem it necessary to do so.

(3) **Emergency powers of the board of directors:** In such cases where the board of directors must provide representations, recommendations or opinion to the City, membership or other questioners and if a meeting of the Society cannot be conveniently called in a timely manner, the board of directors is empowered to represent the views and positions of the membership subject to such positions being reviewed and accepted by a quorum in attendance at the next general meeting of the society.

(4) Every director of the society shall exercise the powers and discharge the duties of his or her office honestly, and in good faith, and in the best interests of the Society and in connection therewith shall exercise the degree of care, diligence and skill that a reasonable and prudent person might exercise. A director of the society shall avoid matters, involvements and voting positions that might be deemed to be in a conflict of interest of the society as defined in the interpretations of the term “conflict of interest.”

- (5) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.

- (6) The president is the chair 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 must act as chair, but if neither is present the directors

present may choose one of their number to be the chair at that meeting.

- (7) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
- 32 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 33 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair 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 elected or 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, telephone, fax or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of directors is not required to 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, if a quorum of the directors is present, are valid and effective.

37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.

(2) In the case of a tie vote, the chair does not have a second or casting vote.

38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair 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 as valid and effective as if regularly passed at a meeting of directors. This is also true of an electronic resolution, where the majority of the quorum have voted in favor of the resolution via email.

Part 7 — Duties of Officers

40 (1) The president presides at all meetings of the Society and of the directors.

(2) The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.

(3) The past-president is an ex-officio, non-voting member of the Board and Society and may attend all meetings of the Board and society. His term shall be two years unless the president retires in which case the retiring president shall become the past-president.

41 The vice president must carry out the duties of the president during the president's absence.

42 The secretary must do the following:

- (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 in an agreed upon format except those required to be kept by the treasurer;
- (e) have custody of the common seal of the society;
- (f) maintain the register of regular and associate members.

43 The treasurer must:

- (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 is to be known as the secretary treasurer.

- (2) If a secretary treasurer holds office, the total number of directors must not be less than 8 or the greater number that may have been determined under bylaw 25 (2).

45 In the absence of the secretary from a meeting, the directors must 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 must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, 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 that power, by the issue of debentures.
- 49 A debenture must not be issued without the authorization of a special resolution.
- 50 The regular members may, by special resolution, 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 if the society is required or has resolved to have an auditor.
- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.

55 An auditor must be promptly informed in writing of the auditor's appointment or removal.

56 A director or employee of the Society must not be its auditor.

57 The auditor may attend general meetings.

Part 11 — Notices to Members

58 A notice may be given to a member, either personally, by mail to the member at the member's registered address or via email to the email address documented on the member's application.

59 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has 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 must 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 a general meeting.

Part 12 — Bylaws

61 On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.

62 These bylaws must not be altered or added to except by special resolution.

Accepted and approved by Special Resolution of the members of the Kelowna Farmers' and Crafters' Market Society on January 31, 2015. Replaces previous Constitution and Bylaws dated January 14, 1997