

BC CHAMBER EXECUTIVE BYLAWS

(as amended September 10, 2018)

I

MEMBERSHIP

1.1 **Regular:** Anyone employed (not necessarily on a full time basis) in an administrative or executive capacity by a Board of Trade or Chamber of Commerce in the Province of British Columbia, shall be eligible for membership and shall be admitted as a regular member upon application in writing and shall remain in good standing (good standing meaning: dues paid in full).

1.2 **Associate:** Executive Assistants, Executive Secretaries, Executive Treasurers, or associates of the Board of Trade or Chambers of Commerce employed in an administrative capacity may on the approval of the Board, be admitted to membership as associate members. They shall have all the privileges of the Association, except that of holding office or voting.

1.3 **Expulsion:** Any Member of the Association may be removed from membership for cause by a two-thirds majority vote of the Board of Directors or by a majority vote of the Association.

II

DUES

2.1 Annual Dues: Shall be determined first by the Association and thereafter annually by the membership at the Annual General Meeting.

2.2 Arrears: Any member, who is three (3) months in arrears in the payment of dues or assessments, shall be reported to the Board of Directors by the Secretary/Treasurer for decision as to status of membership. In any event, a member not paid up after the three month period shall not have a vote until his dues are paid.

III

FISCAL YEAR

3.1 The fiscal year of the Association shall commence on the first day of the January in each year.

3.2 At the Annual General Meeting, a financial statement shall be presented that has been reviewed by a certified accountant.

IV

BOARD OF DIRECTORS

- 4.1 The officers of the Association shall be President, Vice President, Executive Secretary, Executive Treasurer, and immediate Past President all of whom, except the immediate Past President and President who will follow by succession, are to be nominated from the floor at the Annual General meeting of the Association.
- 4.2 The Board of Directors shall serve without remuneration except for vouched for expenses and shall retain office for a designated term.
- 4.3 The Board of Directors shall consist of the aforementioned Officers and a minimum of 5 directors who are each in good standing with the Association.

V

DUTIES AND OFFICERS

- 5.1 The President or designate shall preside at all meetings of the Association and of the Board. He/she shall be a member ex-officio of all standing and special committees and shall perform such duties. He/she shall vote only in case of a tie. In the case of the secret ballot voting for election of officers, the President shall have a vote. It shall be the duty of the President to present a general report of the activities at the Annual General Meeting.
- 5.2 The Vice-President shall act in the absence of the President and, in the absence of both these officers; the meeting shall appoint a Chairman to act temporarily. The Vice-President of the Association shall have the responsibility, with an additional minimum of two members chosen by the Vice-President, to adjudicate the bursaries and scholarships given annually by the Association. He/she shall be responsible for liaising with all the District Directors and growing the BC Chamber Executive (BCCE) membership.
- 5.3 The Executive Secretary shall be responsible to the Board for the general control and management of the Association's business and affairs. He/she shall be responsible for conducting its correspondence, retaining copies of all official documents, and shall perform all such duties as properly appertain to the office. He/she shall keep or cause to be kept minutes of the Association of the Board.
- 5.4 The Executive Treasurer shall have charge of all funds of the Association and shall deposit, or cause to be deposited, the same in a chartered bank, selected by the Board. Out of such funds he shall pay amounts approved by the Board and shall keep a regular account of the income and expenditure of the Association and submit a financial statement thereof for presentation to the Annual General Meeting and at any other time required by the Board. He/she shall make such investment of the funds of the Association as the Board may direct.

5.5 The signing officers of the Association shall be any two (2) of the President, Vice-President, Executive Secretary, or Executive Treasurer. A single signature is allowable on cheques for approved expenditures up to two hundred dollars (\$200.00).

VI

TERMS OF OFFICE

6.1 Directors and Executive Officers of the Board of Directors shall be elected at the Annual General Meeting for a term of one (1) year.

VII

MEETINGS

7.1 The annual meeting of the Association shall be held at a time within six (6) months of the fiscal year end, and place accepted by the members present at the Annual General Meeting. Bids for the site of the next year's Annual General Meeting shall be solicited prior to the Annual General Meeting notice.

7.2 Special Meetings of the Association shall be held at any time at the request of four (4) members of the Board or ten (10) members at said Annual General Meeting.

7.3 Quorum:

- a) At any meeting of the Board of Directors, five (5) members in good standing shall constitute a quorum.
- b) At any meeting of the Association, ten (10) members in good standing shall constitute a quorum.

VIII

CORPORATE SEAL

8.1 The Executive Secretary of the Association shall have custody of the corporate seal of the Association and shall be responsible for its safekeeping.