

## PACIFIC RIDING FOR DEVELOPING ABILITIES

S-10443

### CONSTITUTION

- I The name of the Society is Pacific Riding for Developing Abilities.
- II The objects of the Society are:
1. To provide horses, ponies and riding facilities for disabled adults and children, subject to the consent of their medical advisor, in order to promote their physical, psychological and social well being.
  2. To enlist the co-operation and support of riding groups and societies throughout British Columbia.
  3. To enlist the practical support of the general public by providing them with relevant information, films, lectures, to encourage them to volunteer their services.
  4. To solicit, receive and accept funds by gift, bequest or otherwise and apply these funds to the functioning of the Society.
  5. To endeavour to support financially and practically any new member groups forming in the Province of British Columbia.
  6. The Society shall be non-political and non-profit and in the even of dissolution or winding up of the organization all its remaining assets, after payment of liabilities, shall be distributed to one or more recognized organizations in Canada or to a Canadian municipality. This provision with reference to dissolution is unalterable.
- III The operations of the Society are to be chiefly carried on in the Greater Vancouver and surrounding districts of the Province of British Columbia.
- IV Should Pacific Riding for the Disabled Association, which received charitable gaming funds from licenced charitable gaming and/or direct charitable access, at any dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or ceasation of existance these/they shall be distributed by Pacific Riding for the Disabled Association to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision is unalterable.

## **BYLAWS**

### ***Part 1 - Interpretation***

- 1.1 In the constitution and these bylaws:
- a) "Act" means the Society Act,
  - b) "AGM" means an annual general meeting,
  - c) "Board" or "Board of Directors" means the directors of the Society for the time being, acting as a body,
  - d) "director" means a director of the Society,
  - e) "general meeting" means an AGM or a special general meeting,
  - f) "member" means a member of the Society,
  - g) "registered address" means a member's address as recorded in the register of members,
  - h) "Society" means Pacific Riding for Developing Abilities,
  - i) "written" means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, e-mail, and fax,
  - j) "constitution", "bylaws", "special resolution" and "ordinary resolution" have the meaning given to them in the Act,
  - k) the singular includes the plural and vice versa, and
  - l) persons include corporations and associations.
- 1.2 The definitions in the Act on the date these bylaws become effective apply to these bylaws.
- 1.3 Each member is entitled to and the Society must on request give the member a copy of the constitution and bylaws upon payment of a fee determined by the Board, but that fee must not exceed \$1.
- 1.4 The constitution and bylaws can only be amended by special resolution.

### ***Part 2 - Membership***

- 2.1 The members of the Society are the applicants for incorporation and those persons who subsequently become members in accordance with these bylaws and who, in either case, have not ceased to be members.
- 2.2
- 1) There are four categories of members, Active, Life, Associate, and Honourary Members.
  - 2) An Active Member is an individual who supports the objects of the Society.
  - 3) A Life Member is a person who:
    - a) has been a member for not less than ten years,
    - b) has rendered outstanding service to the Society, and
    - c) is appointed by resolution of the Board.
  - 4) An Associate Member is a corporation, association or organization that supports the objects of the Society.

- 5) An Honourary Member:
- a) is a person who has rendered outstanding service to the Society and to recreation for persons with disabilities in British Columbia,
  - b) is appointed by resolution of the Board, which must be confirmed by ordinary resolution,
  - c) is appointed for a term specified at the time the appointment is made, and
  - d) may also be an Active Member or a Life Member.
- 6) All members are entitled to notice of, to attend, and to speak at general meetings, but only Active and Life Members have the right to vote.
- 2.3 An application for membership or renewal of membership must:
- a) be written and in a form approved by the Board,
  - b) include the full name, address, e-mail address, fax number, and telephone number of the applicant,
  - c) provide such other information as the Board may reasonably require,
  - d) indicate the category of member the applicant wishes to belong to, and
  - e) include annual membership dues.
- 2.4
- 1) A person may apply to the Board for membership, and becomes a member on:
    - a) doing those things required by bylaws 2.2 and 2.3 ,
    - b) approval by the Board, and
    - c) payment of annual membership dues, if required.
  - 2) The Board may in its sole discretion approve, postpone, or refuse an application for membership.
  - 3) An application for membership received after notice of a general meeting is given must be postponed until after that meeting.
  - 4) The amount of annual membership dues for each category of members must be set by the Board. The Board may:
    - a) reduce or waive a member's dues where it is just and equitable to do so, and
    - b) decide not to charge annual membership dues for Honourary or Life Members.
  - 5) Except where determined by the Act or the bylaws, the privileges and responsibilities of members of each class must be determined by resolution of the Board.
  - 6) Annual membership dues for new members must not be pro-rated.
- 2.5
- 1) Membership is not transferable.
  - 2) Membership is from January 1<sup>st</sup> – December 31<sup>st</sup>, and must be renewed annually.
  - 3) The Society must send a membership renewal notice to all members not later than November 30<sup>th</sup> each year, and a renewal must be received at the office of the Society not later than December 31<sup>st</sup>.
  - 4) A member who is renewing must comply with bylaw 2.3.

- 2.6 Every member and director must comply with:
- a) the Act,
  - b) the constitution and bylaws,
  - c) policies and regulations created by the Board, and
  - d) any rules of order governing the conduct of general meetings and of meetings of the Board.
- 2.7 A member ceases to be a member on:
- a) delivering a written resignation to the Society,
  - b) death,
  - c) having been a member not in good standing for 30 days, or
  - d) being expelled.
- 2.8 A member becomes a member not in good standing on failing to pay:
- a) a debt due and owing to the Society, or
  - b) annual membership dues by or before the date set for their payment.
- 2.9 1) A member may be expelled by special resolution.
- 2) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 3) A member who is the subject of a proposed special resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.
- 2.10 1) A member may be suspended or expelled by resolution of the Board, provided that:
- a) at least 2/3 of the directors then in office are in favour of the resolution,
  - b) the suspension or expulsion is for a substantive failure to comply with the constitution or bylaws, or for conduct prejudicial to the Society, notice of which in either case has been given to the member,
  - c) notice of the resolution is accompanied by a brief statement of the reason or reasons for the proposed suspension or expulsion, and
  - d) the member is given reasonable notice of the resolution, and an opportunity to be heard at the meeting before the resolution is voted on.
- 2) A suspension under this bylaw ends not later than the adjournment of the next following general meeting, and cannot be renewed.

### ***Part 3 - Meetings of Members***

- 3.1 1) General meetings must be held at the time and place, in accordance with the Act and these bylaws, that the Board decides.
- 2) An AGM must be held at least once in every calendar year, and not more than 15 months after the last preceding AGM.
- 3) Every general meeting, other than an AGM, is a special general meeting.
- 3.2 The Board may, when it thinks fit, convene a special general meeting.

- 3.3 1) The Board, on the requisition of 10% or more of the voting members, must convene a special general meeting without delay.
- 2) The requisition may consist of several documents in similar form each signed by one or more requisitionists and must:
- a) state the purpose of the special general meeting,
  - b) be signed by the requisitionists, and
  - c) be delivered or sent by registered mail to the address of the Society.
- 3) If, within 21 days after the date of the delivery of the requisition, the Board does not convene a special general meeting, the requisitionists, or a majority of them, may themselves convene a special general meeting to be held within four months after the date of delivery of the requisition.
- 4) A special general meeting convened by the requisitionists must be convened in the same manner, as nearly as possible, as general meetings are convened by the Board.

#### ***Part 4 - Notice to Members***

- 4.1 1) Notice of a general meeting must:
- a) specify the place, day and hour of meeting, and, in case of special business, the general nature of that business,
  - b) include any special resolution to be proposed at the meeting, and
  - c) be given to all members not less than 14 days before the meeting.
- 2) The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 4.2 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 any.
- 2) No other person is entitled to receive a notice of general meeting.
- 4.3 A notice may be given to a member either personally, by mail, by fax, or by e-mail to the member at the member's address, fax number, or e-mail address, as shown in the register of members.
- 4.4 A member must promptly and in writing notify the Society of any change in the member's name, home address, e-mail address, fax or telephone numbers, or authorized representative.
- 4.5 1) A notice sent by mail from the Society's office is deemed to have been received:
- a) two days after being mailed, if to an address in Fraser Valley Regional District or Greater Vancouver Regional District, or
  - b) five days after being mailed, if to any other address.
- 2) A notice sent by fax or e-mail is deemed to have been received 24 hours after being sent.

## ***Part 5 - Proceedings at General Meetings***

- 5.1 1) The business at an AGM is:
- a) the adoption of rules of order, if required,
  - b) review and approval of the minutes of the last AGM,
  - c) the report of the Board,
  - d) consideration of the financial statements,
  - e) the report of the auditor, if any,
  - f) appointment of the auditor, if any,
  - g) election of directors,
  - h) resolutions, if any, and
  - i) the other business that, under these bylaws, ought to be transacted at an AGM, or business which is brought under consideration by the report of the Board issued with the notice convening the meeting.
- 2) The business at a special general meeting is limited to:
- a) adoption of rules of order, if required, and
  - b) that set out in a requisition under bylaw 3.3, if applicable, and
  - c) that determined by the Board under bylaw 3.2.
- 5.2 1) Quorum at a general meeting is 10% of the Active Members and Life Members, but not less than three, personally present at all times.
- 2) No business, other than the election of a chair and the adjournment or termination of the meeting, can be conducted at a general meeting at a time when a quorum is not present.
- 3) If during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 5.3 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 stands adjourned to a time and place determined by the Board, but not more than fourteen days later. If, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum. Notice of a meeting adjourned under this bylaw need not be given to members not present.
- 5.4 1) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted 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 more than fourteen days, notice of the adjourned meeting must be given as for 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 transacted at an adjourned general meeting.
- 5.5 1) The President must chair each general meeting. If the President is absent, or unwilling or unable to chair a meeting, the Vice-President must chair the meeting.

- 2) If at a general meeting both the President and the Vice-President are absent, unable or unwilling to chair the meeting, the members present must elect a director who is present to chair that meeting.
- 5.6 1) In the case of an equality of votes at a general meeting, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the resolution fails.
- 2) A resolution proposed at a general meeting must be seconded, but the chair must not move or propose a resolution.
- 5.7 1) Voting is by show of hands, except where otherwise required, or when a majority of members present request a secret ballot, by a show of hands.
- 2) Questions arising at general meetings must be decided by a majority of votes, except where otherwise required.
- 3) Each Active Member and each Life Member has the right to one vote.
- 5.8 1) Proxy voting is permitted.
- 2) An Active Member or a Life Member may appoint another such Member to vote as the Member's proxy at a general meeting.
- 3) A member must not hold more than two proxies.
- 4) The instrument appointing a proxy must be in the following form, or in any other form that the Board approves:
- I, \_\_\_\_\_, of \_\_\_\_\_, hereby appoint \_\_\_\_\_, of \_\_\_\_\_, as my proxy to vote for me and on my behalf at the general meeting of the Pacific Riding for Developing Abilities on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and at any adjournment thereof.*
- Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*
- 5) A proxy must be delivered to the office of the Society not less than 48 hours before the time appointed for a meeting.
- 5.9 Subject to the Act and these bylaws, a general meeting may adopt rules of order, but if it does not do so, then the most recent edition of Robert's Rules of Order must be used.

### **Part 6 – Board of Directors**

- 6.1 The Board may exercise all the powers of the Society, and do all the things that the Society may do, subject to:
- a) the constitution and the bylaws, and
  - b) all laws affecting the Society.
- 6.2 1) There must be eleven directors.
- 2) A director has a normal term of office of two years.

3) One half of the directors, or so near to one half as is reasonably practicable, must be elected at each AGM. At the adjournment of an AGM, so nearly as is reasonably practicable, one half of the directors must have remaining terms of two years, and one half of the directors must have remaining terms of one year. A director may be elected to a term of office of one year so as to comply with this bylaw.

4) Directors take office at the adjournment of the AGM at which they are elected, or when appointed.

5) A director, and a candidate for election as a director, must:

- a) be an Active Member or Life Member in good standing, and
- b) not be disqualified from being a director of a company under section 124 of the Business Corporations Act.

6) Each Active Member or Life Member present in person or by proxy at a general meeting has a number of votes equal to the number of directors to be elected, but must not cast more than one vote for a candidate.

7) An election must be by secret ballot, unless the members present unanimously agree that the election be by show of hands, or there is only one candidate for a position, in which case the candidate must be declared to be elected. If there are vacancies for different term lengths, those candidates with the greater number of votes are elected to the longer terms.

6.3 1) A candidate for election as a director must:

- a) be nominated in writing by two Active Members or Life Members, by the Board, or by the Nominations Committee,
- b) consent to the nomination, and
- c) so far as circumstances permit, be nominated not less than thirty days before the AGM.

2) Not less than 60 days before the AGM, the Board must:

- a) appoint a Nominations Committee to nominate, and solicit the nomination of, candidates for election as directors,
- b) set a date for the close of nominations,
- c) determine the number of directors for the coming year, under bylaw 6.2 (1), and
- d) notify all members of the election.

3) A list of candidates, together with a biographical statement of not more than 500 words written by each candidate, must be sent to each Active Member and Life Member not less than fourteen days before the AGM.

4) Nominations from the floor of the AGM are prohibited, unless there are fewer candidates than there are positions to be filled, in which case nominations are permitted.

5) A director must not be a director for more than six consecutive years. A director who has been a director for six consecutive years ceases to be a director, and must not be elected or appointed as a director for one year.



6.4 A director ceases to be a director on:

- a) the end of the director's term of office, unless the director is re-elected,
- b) resigning in writing,
- c) ceasing to be an Active Member in good standing,
- d) death,
- e) becoming unable to perform the duties of a director due to physical or mental disability, or
- f) failing to attend three consecutive meetings of the Board.

6.5 No act or proceeding of the Board is invalid only by reason that there are fewer directors in office than the number required by bylaw 6.2.

6.6 The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.

6.7 1) The Board may appoint an Active Member or Life Member who is qualified under bylaw 6.2 (8) as a director to fill a vacancy in the Board.

2) A director so appointed holds office only until the adjournment of the next AGM, at which time an election must be held to fill the remainder of the term, if any.

6.8 A director, an elected officer, and a member of a committee must be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Society, but must not be paid or otherwise remunerated for being or acting as a director, an elected officer, or a member of a committee.

6.9 Subject to court approval, the Society must indemnify a director or former director of the Society, and a director's heirs and personal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by the director, in a civil, criminal or administrative action or proceeding to which the director is made a party because of being or having been a director, including an action brought by the Society, if:

- a) the director acted honestly and in good faith with a view to the best interests of the Society, and
- b) in the case of a criminal or administrative action or proceeding, the director had reasonable grounds for believing the director's conduct was lawful.

#### ***Part 7 - Proceedings of the Board***

7.1 1) The Board may meet together at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings, as it sees fit.

2) Quorum at a meeting of the Board is a majority of directors then in office present, but not less than three.

3) A meeting of the Board may be called by:

- a) the President, or
- b) any three directors, or
- c) resolution of the Board.

- 4) Notice of a meeting of the Board is sufficient if properly addressed to every director, and sent by ordinary mail, e-mail or fax. Except where notice is waived by all directors, notice of a meeting of the Board must be given at least 48 hours before the meeting.
- 7.2 When a meeting of the Board is held immediately following the election or appointment of a director or directors, it is not necessary to give notice of the meeting to the new directors for the meeting to be constituted, if a quorum is present.
- 7.3 A director may waive in writing notice of any meeting or meetings of the Board and may at any time withdraw the waiver, and until the waiver is withdrawn:
- a) no notice of meetings of the Board need be sent to that director, and
  - b) all meetings of the Board, notice of which have not been given to that director are, if a quorum is present, deemed to be valid and effective.
- 7.4
- 1) Except where otherwise required, questions arising at meetings of the Board and committees must be decided by a majority of votes.
  - 2) A resolution proposed at a meeting of the Board or a committee need not be seconded, and the chair of such a meeting may move or propose a resolution.
  - 3) In the case of an equality of votes at a meeting of the Board or a committee, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the motion or resolution is defeated.
- 7.5 A resolution in writing, signed by all the directors and placed with the minutes of the Board, is as valid and effective as if regularly passed at a meeting of the Board.
- 7.6
- 1) The Board may as it thinks fit delegate any, but not all, of its powers to committees, and appoint the members and chair of each committee.
  - 2) The Board must by resolution determine the names, members, authority and responsibilities of committees.
  - 3) A committee must conform to any rules imposed on it by the Board, and must report every act or thing done in exercise of its powers to the next following meeting of the Board.
- 7.7 Subject to the Act and these bylaws, the Board may adopt rules of order, but if it does not do so then the most recent edition of Robert's Rules of Order must be used.

### ***Part 8 – Directors' Duties and Conflicts***

- 8.1
- 1) A director must:
    - a) act honestly and in good faith and in the best interests of the Society, and
    - b) exercise the care, diligence and skill of a reasonably prudent person,in exercising the powers and performing the functions of a director.
  - 2) The requirements of this bylaw are in addition to, and not in derogation of, an enactment or rule of law or equity relating to the duties or liabilities of directors of a Society.

8.2 Nothing in a contract, the constitution or bylaws, or the circumstances of a director's appointment, relieves a director from:

- a) the duty to act in accordance with the Act and the regulations, or
- b) a liability that by a rule of law would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the Society.

8.3 A director who is, directly or indirectly, interested in a proposed contract or transaction with the Society must disclose fully and promptly the nature and extent of the interest to each of the other directors.

8.4 1) A director referred to in bylaw 8.3 must account to the Society for profit made as a consequence of the Society entering into or performing the proposed contract or transaction:

- a) unless:
  - i) the director discloses the interest as required by bylaw 8.3,
  - ii) after the disclosure the proposed contract or transaction is approved by the directors, and
  - iii) the director abstains from voting on the approval of the proposed contract or transaction, or
- b) unless:
  - i) the contract or transaction was reasonable and fair to the Society at the time it was entered into, and
  - ii) after full disclosure of the nature and extent of the interest in the contract or transaction it is approved by special resolution.

2) A director referred to in bylaw 8.3 must not be counted in the quorum at a meeting of the directors at which the proposed contract or transaction is approved.

8.5 The fact that a director is, in any way, directly or indirectly, interested in a proposed contract or transaction, or a contract or transaction, with the Society does not make the contract or transaction void, but, if the matters referred to in bylaw 8.4(1)(a) or (b) have not occurred, the court may, on the application of the Society or an interested person, do any of the following:

- a) prohibit the Society from entering into the proposed contract or transaction,
- b) set aside the contract or transaction, or
- c) make any order that it considers appropriate.

8.6 1) A director must not be an employee or contractor of the Society for a period of one year after ceasing to be a director.

2) An employee or contractor of the Society must not be a director for a period of one year after ceasing to be an employee or contractor.

3) An employee of the Society, and a member of the family of an employee of the Society who ordinarily resides with the employee, is not eligible to be a member.

## **Part 9 – Officers**

- 9.1 1) The Board must at its first meeting following the AGM elect from amongst the directors a President, Vice-President, Secretary, and Treasurer, who are the elected officers, and who have a normal term of office ending at the adjournment of the next following AGM.
- 2) The Board may by resolution:
- a) dismiss an elected officer at any time, and elect another director to take that person's place, and
  - b) elect a director to take the place of an elected officer who has ceased to hold office for any reason.
- 3) An elected officer ceases to be an elected officer on:
- a) ceasing to be a director,
  - b) resigning in writing, or
  - c) resolution of the Board.
- 4) The Immediate Past-President is:
- a) that person who most recently was but no longer is President, and
  - b) entitled to notice of, to attend, to speak, but not to vote at Board meetings.
- 9.2 The Board may appoint such employees as it deems necessary, and determine the titles, remuneration and terms and conditions of employment of such persons.
- 9.3 The President:
- a) is the chief executive officer of the Society, unless another person has been appointed to be such by resolution of the Board,
  - b) must supervise the other officers in the execution of their duties,
  - c) must chair all meetings of the Board and all general meetings, and
  - d) has the powers and duties generally pertaining to the office of President, subject to resolution of the Board.
- 9.4 The Vice-President, in the President's absence, must perform the duties of the President.
- 9.5 The Secretary must:
- a) issue notices and keep minutes of meetings of the Society and the Board,
  - b) conduct the correspondence of the Society,
  - c) have custody of all records and documents of the Society except those which must be kept by the treasurer,
  - d) have custody of the common seal of the Society, if any, and
  - e) maintain the register of members.
- 9.6 In the absence of the Secretary from a meeting, the Board must appoint another person to act as Secretary.

9.7 The Treasurer must:

- a) keep the financial records, including books of account, necessary to comply with the Act, and
- b) render financial statements to the Board, members, and others when required.

### ***Part 10 – Borrowing and Investment***

10.1 1) In order to carry out the purposes of the Society the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as it decides and in particular but without limiting the generality of the foregoing, by the issue of debentures.

- 2) A debenture must not be issued unless it has been approved by a special resolution.
- 3) The members may by special resolution restrict the borrowing powers of the Board, but a restriction so imposed expires at the next AGM.
- 4) The Society must not purchase or sell real estate, or enter into a lease of real estate with a term of five years or greater, unless authorized to do so by a special resolution.

10.2 The Board may invest the funds of the Society in such manner and in such securities, properties and investments as the Board in its absolute discretion deems in the best interests of the Society.

10.3 Subject to the Personal Information Protection Act and other applicable statutes, the:

- a) financial statements, Board and members' minutes, and register of members may be inspected by a member, on reasonable notice,
- b) other documents of the Society, including its accounting records, may be inspected by a member on reasonable notice, subject to any resolution of the Board, and
- c) documents of the Society, including its accounting records, must be open to the inspection of a director, subject only to laws requiring otherwise.

10.4 The Board must determine, by resolution, the:

- a) financial year of the Society, and
- b) signing officers of the Society, and their authority.

### ***Part 11 - Seal***

11.1 The Board may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.

11.2 The common seal must be affixed only when authorized by a resolution of the Board and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and the Vice-President or the President and the Treasurer.

### ***Part 12 – Auditor***

12.1 This Part applies only where the Society is required or has resolved to have an auditor.

12.2 At each AGM the Society may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next AGM.

- 12.3 An auditor may be removed by ordinary resolution.
- 12.4 An auditor must be promptly informed in writing of appointment or removal.
- 12.5 No director and no employee of the Society can be auditor.
- 12.6 The auditor may attend general meetings.
- 12.7 The Board must fill all vacancies arising in the office of auditor between AGMs.
- 12.8 An AGM may resolve that the financial statements of the Society be reviewed by the auditor, in place of an audit.

### ***Part 13 – Branches***

- 13.1 1) The Board may recognize branches, and delegate authority and responsibility to them.
- 2) A resolution establishing a branch must address the following matters:
- a) the title, responsibility and authority of the branch,
  - b) the services or programs that will be provided by the branch,
  - c) the geographical area in which the branch will provide services or programs,
  - d) who the members of the branch are, and whether a person who is not a member of the Association may be a member of the branch,
  - e) the membership fees, if any, that may be charged to the members of a branch,
  - f) who the directors or managers of the branch are, and how they are to be selected,
  - g) rules, regulations and policies governing the establishment, management and operation of the branch,
  - h) volunteers, volunteer management, and safety,
  - i) meetings of the members and the directors of the branch, and minutes of meetings,
  - j) a process for resolution of disputes within a branch, or between a branch and the Association,
  - k) fundraising, donations, and donation receipts,
  - l) financial and other records,
  - m) reporting by the branch to the Association,
  - n) budget,
  - o) bank accounts and signing authorities, and
  - p) all other matters that are reasonably required.
- 3) A branch, and its directors and members, must comply with the constitution and bylaws, any agreement between it and the Association, and any resolution of the Board for the establishment, management and operation of a branch.