



KELOWNA NEWCOMERS ALUMNI

CONSTITUTION

1. The name of the member funded society is: **Kelowna Newcomers Alumni Society** (S-0047378).
2. This society is a member funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.
3. The purposes of the society are:
 - (a) To continue friendships made in Kelowna Newcomers club, and
 - (b) To promote and provide social activities for members of the Society.

BYLAWS

Definitions

1. In these Bylaws “Act” means the Societies Act of British Columbia S.B.C.2015
2. The “Board” refers to the elected Directors of the Society
3. “KNA” refers to the Kelowna Newcomers Alumni Society
4. The definitions in the Act apply to these Bylaws

Membership

1. A person who meets the KNA criteria may apply for membership to the Board or the Board’s membership representative.
2. A person may become a KNA member if:
 - a) They have been a member in good standing of the Kelowna Newcomers club for a minimum of two (2) years; or
 - b) They are the spouse or partner of a KNA member in good standing.
3. Every member must uphold the Constitution of the Society and must comply with these Bylaws.
4. By providing an email address on a membership application or renewal, the member agrees to having the Board or Society representatives contact them via email for notices or information about KNA
5. The amount of the annual membership dues shall be determined by the Board. Membership dues are non-refundable and non-transferable.
6. A member is *not in good standing* if the member fails to pay the member annual dues within sixty (60) days of the start of the membership year, or the member owes the Society any outstanding monies
7. A member who is *not* in good standing
 - a) May not vote on any issue before the Society or
 - b) May not hold any office in the Society or
 - c) May not participate in any KNA Activity.
8. A membership may be terminated automatically if a member is not in good standing for six (6) consecutive months
9. It is the responsibility of the member to ensure the Society has their current

- contact information so they may receive notices, information, and/or documentation from the Society
10. A member of the Society may be disciplined, expelled, or both according to the process outlined in the Societies Act S.B.C.2015, Division 1, Section 70 (1), (2), (3).

Meetings

1. Meetings are held at a time and place determined by the Board.
2. An email notice will be provided ten (10) days prior to all members if members need to make a decision by vote on any business at a meeting.
3. The Annual General Meeting of the Society will be held in May of each year.
4. Notice of the AGM date, time, and place, as well as matters to be discussed will be provided to all KNA members in good standing via email at least ten (10) days prior to the date via email
5. The Chair of the AGM will be the current Society President or his/her designate
6. Business, other than the adjournment or termination of the AGM, must not be conducted unless there is a quorum of voting members present.
7. A quorum at the AGM is 10% of the voting members.
8. If within thirty (30) minutes of the scheduled start of the AGM a quorum is not present, the Chair may adjourn the AGM to a date and time within thirty (30) days of the scheduled AGM. Sufficient notice must again be given to the members of the new date, time, and location of the rescheduled AGM.
9. If at the rescheduled AGM a quorum is not present within thirty (30) minutes of the posted time, then the members present constitute a quorum, in this case only.
10. If at any time during the AGM a quorum ceases to be present, then all business must be suspended and the AGM rescheduled
11. The order of business at the AGM is as follows
 - 11.1 Confirmation of Chair
 - 11.2 Determine there is a quorum present
 - 11.3 Approve the agenda
 - 11.4 Approve the minutes of the last AGM
 - 11.5 Deal with any unfinished business of the last AGM
 - 11.6 Receive the financial statements of the Society for the previous financial year
 - 11.7 Receive any reports from the Board
 - 11.8 Elect Directors of the Society
 - 11.9 Deal with any new business, including any matters that were included in the notice of meeting to the members
 - 11.10 Termination of the meeting
12. Voting at the AGM will be by a show of hands. If two (2) or more voting members request a secret ballot, or a secret ballot is directed by the Chair, then voting is by a secret ballot
13. The Chair must announce the outcome of any vote and that outcome must be recorded in the AGM minutes
14. Voting by proxy is not permitted

Directors

1. The Society must have no fewer than three (3) and no more than seven (7) elected Directors on the Board
2. At each annual general meeting, the voting members of the Society, must elect Directors to form the Board of the Society
3. The Board may, at any time, appoint a member in good standing to become a Director if there is a vacancy on the Board due to a resignation, death, or

- incapacity to complete the Director's term of office
4. Kelowna Newcomers Alumni Society will have as a Board:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Secretary, and
 - e) Director at Large
 5. A newly elected KNA Board takes office within ten (10) days of the close of the Annual General Meeting
 6. Any Director, except the President, may hold more than one office
 7. The position of Past President is Honorary for the first year after they ceases to hold the office of President
 8. The quorum for conducting business at a Board of Directors meeting is the majority of the elected Board
 9. Any two (2) elected Directors may sign contracts or documents on behalf of the Society. It is preferred that the President and one other Director be the signing officers if possible
 10. The Board may appoint members in good standing to coordinate or lead an activity, event, function, or project of KNA. The Board may determine the term of the appointment and the reporting structure
 11. Directors of the Society shall not be paid any remuneration for services to the Society.

Reporting

1. The registered office of the Society will be the address (either residential, business, or postal) of the Secretary of the Society
2. The Secretary will issue notice of Board meetings and ensure adequate notice of General meetings and Annual General Meetings are given to the members
3. The Secretary will file any reports necessary under the Act
4. All records of the Society will be electronic. If a member requires any documentation from the Society, they must put their request in writing to the Secretary.
5. For those members who do not have access to electronic messages, they may view the Societies documents at a place and time arranged with the Secretary
6. The Society will prepare comparative financial statements for the financial year which is January 1st to December 31st each year.
 - a) The Treasurer will arrange for a financial review to be completed after each year end and before the next AGM
 - b) At least ten (10) days before the date of each annual general meeting, the Treasurer must send to each member a copy of the comparative financial statements that are to be presented at the AGM, and a written statement on the results of an annual financial review
7. The financial statements presented at the AGM must not be more than six (6) months old at the time of the AGM
8. No information, records, or documentation of the KNA may be shared with the public or anyone who is not a member in good standing of the Society