



SINEAD O'CALLAGHAN

**SOCIETY INCORPORATION NUMBER: S0011162**  
**BYLAWS OF THE WEST KOOTENAY WOMEN'S ASSOCIATION**

**PART I – INTERPRETATION**

1. In these bylaws, unless the context otherwise requires,
  - a) MEMBERS OF THE COORDINATING COLLECTIVE means Board of Directors of the Society and appointed Core Staff;
  - b) COORDINATING COLLECTIVE means the Board of Directors and appointed Core Staff;
  - c) CORE STAFF means staff working more than 15 hours per week;
  - d) SOCIETY ACT means the Society Act of the Province of British Columbia;
2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

**PART II – MEMBERSHIP**

3. Membership in good standing is available to any woman or gender diverse individual who resides in the West Kootenay upon payment of the annual dues as set at the Annual General Meeting or by performing four hours of volunteer contribution and upon stating agreement with the objectives and policies of the West Kootenay Women's Association.
4. Membership shall be for the period from one Annual General Meeting until the start of the next Annual General Meeting.
5. A member shall cease to be a member of the Society due to the following:
  - a) Their resignation in writing delivered to the secretary of the Society or by mailing or delivering it to the address of the Society;
  - b) On their death;
  - c) On being expelled, or
  - d) On having not paid their annual dues for a three-month period.
6. A member who is disrupting the purpose of the Society may be expelled by special resolution of the members present at a general meeting, provided the notice of meeting specifies that such a matter is to be placed before the members.
7. Any person, who has rendered over a reasonable period of time meritorious service to the Society, may be elected an honorary member by a simple majority vote at any general meeting.
8. Lifetime membership will be given to someone who donates a minimum lump sum of \$500 or accumulates 100 hours of volunteer time.

**PART III – MEETING OF MEMBERS**

9. Only members in good standing shall be entitled to vote at the Annual General Meeting and shall be notified thereof. The Annual General Meeting will be held within six months of the fiscal year end at a time and a place specified by the Coordinating Collective for the purposes of establishing the Officers of the Society.

10. Proxy voting is not allowed, except in exceptional hardship situations and with the approval of the members of the committee organizing the special or Annual General Meeting.

11. All members in good standing shall be entitled to attend any regular or special meetings of the members.

12. Special meetings of the Society may be called by the Coordinating Collective with 30 days written notice to all members.

13. The Coordinating Collective in accordance with the Society's Act shall decide on the time and place for general meetings.

#### **PART IV – COORDINATING COLLECTIVE**

14. The Coordinating Collective must lawfully abide by:

- a) All laws affecting the Society;
- b) These bylaws and objectives;
- c) Rules that are consistent with these bylaws and which are made by the Society in general meetings when necessary.

15. The Coordinating Collective will meet a minimum of nine times per year.

16. Coordinating Collective members shall not receive remuneration from the Society for the exercising of these powers.

17. The Coordinating Collective is defined as board members and core staff. Staff can be neither board members nor officers.

18. The Coordinating Collective shall be composed of:

- a) The Board of Directors (a maximum of 11 directors may sit on the board at one time)
- b) Core Staff

19. A quorum for all meetings shall be two-thirds of the Coordinating Collective members and a minimum of twice the board members to staff must be present during votes.

20. The Coordinating Collective will:

- a) Appoint project liaison persons;
- b) Promote and update policies and goals of the Society and initiate specific action;
- c) Maintain a membership and mailing list, deal with correspondence, maintain media contact, publicize events, and produce a regular newsletter;
- d) Formulate an annual budget, maintain financial records, prepare and research funding options, and approve dispersal of funds;
- e) Maintain minutes of all meetings.

21. The Coordinating Collective shall have the power to enter contractual relationships on behalf of the Society.

a) The Board of Directors will approve the annual budget, which will outline all account expenditures. All payments and/or transfers require the signature of the Executive Director, Treasurer, or Board Chair. All expenses exceeding the approved annual budget require the prior approval of the Coordinating Collective.

b) The Coordinating Collective will have available to them an outline of all expenditures.

22. The term for Board Members shall be two years.

23. Any Board Member may be removed from their position by a two-thirds majority vote of the Coordinating Collective.

#### **PART V – COLLECTIVE DECISION-MAKING**

24. Decisions will be made by consensus. When there is no consensus, all members (whether in a minority or majority position) have a responsibility to attain consensus by carefully examining their position and that of others. If consensus is not achieved after a round and a discussion period, the item will be tabled to the next meeting. At this next meeting if there is still no consensus, then a two-thirds majority vote may be used.

#### **PART VI – EXERCISE OF BORROWING POWERS**

25. The Society shall be empowered to borrow, by way of bank loan or mortgage from a recognized mortgage authority such monies as may be necessary for the purchase of property, planning and construction of facilities and operation of such facility as may be recommended by the Coordinating Collective. This must be approved by special resolution of the Society, and a seventy-five percent majority vote of members present at the meeting.

26. In order to carry out the purposes of the Society, the Officers may in the name of the Society raise or secure the payment or repayment of money in such a manner as they decide, provided that such borrowing will be limited to the amount of incoming guaranteed funds.

#### **PART VII – AUDIT OF ACCOUNTS**

27. The accounts of the Society shall be audited by a certified general accountant who shall be appointed by the Society at each Annual General Meeting. A financial review will be acceptable, if deemed so by resolution at the Annual General Meeting.

#### **PART VIII – PREPARATION AND CUSTODY OF MINUTES AND OTHER BOOKS AND RECORDS**

28. The Secretary shall coordinate the general Society records, including all Coordinating Collective minutes:

a) In the absence of staff, the secretary is also responsible for outgoing and incoming correspondence, ensuring that it is acted upon in accord with the wishes of the Coordinating Collective.

29. The Treasurer shall coordinate accurate accounts, including all receipts and disbursements of the Society in proper books of accounts and shall deposit all funds to the credit of the Society in such bank or banks as may be designated.

30. The books and records of the Society may be inspected by any member of the Society at any time upon arrangement with the Secretary or Treasurer of the Society.

#### **PART IX – BYLAWS**

31. On being admitted to membership, a member is entitled to a copy of the constitution and bylaws of the Society.

32. These bylaws shall not be altered or added to except by special resolution passed by a two-thirds majority of votes cast by the members present at any regular or special meetings of the Society, notice of which shall state the intention to propose such resolution.

**SOCIETY INCORPORATION NUMBER: S0011162**

**VISION, MISSION, and PURPOSES OF THE WEST KOOTENAY WOMEN'S ASSOCIATION**

**OUR VISION**

Equality in a world free of oppression

**OUR MISSION**

The West Kootenay Women's Association promotes the equality and empowerment of all women, gender diverse individuals, and their children through advocacy, education and the provision of services and supports that meet their needs.

**OUR PURPOSES (OUR CONSTITUTION)**

1. To promote and advocate for equitable treatment of all women and gender diverse individuals, in the belief that they have the right to control their social, economic and physical circumstances, including freedom from violence and all forms of discrimination.
2. To welcome and collaborate with women and gender diverse individuals of every race, class, sexual orientation, physical or mental ability, age and spiritual or political belief.
3. To establish resources and to supply services of a charitable and educational nature to those who use the Women's Centre.
4. To cooperate with other organizations that have similar values and objectives as the West Kootenay Women's Association.
5. To operate as a non-profit organization to administer and employ its property, assets and rights for the purpose of promoting or aiding in the promotion of the welfare of all women and gender diverse individuals.
6. To receive, acquire and hold gifts, including donations, legacies and devices, to support the work of the Nelson & District Women's Centre.