

**Bylaws of British Columbia School for the Deaf Alumni Association**  
**(the "Society")**

**PART 1 – DEFINITIONS AND INTERPRETATION**

**Definitions**

**1.1** In these Bylaws:

**"Act"** means the *Societies Act* of British Columbia as amended from time to time;

**"Board"** means the directors of the Society;

**"Bylaws"** means these Bylaws as altered from time to time.

**Definitions in Act apply**

**1.2** The definitions in the Act apply to these Bylaws.

**Conflict with Act or regulations**

**1.3** If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

**PART 2 – MEMBERSHIP**

**2.1** There shall be the following categories of members:

Active members: ex-pupils of the British Columbia School for the Deaf (BCSD) who spend at least two years of enrolment in respective school are eligible for the membership of the Alumni.

Associate members: any person who is now or has been concerned with or active in the field of deaf education may apply for membership as an association member of the Alumni.

Honourary members: the Alumni board with the approval of the membership may appoint persons who have contributed to the deaf education as honourary members.

**2.2** All members are expected to comply with Constitution and Bylaws of the Society and adhere to the policies as established from time to time by the Board of Directors.

### **PART 3 – DUES**

- 3.1** The membership fee, if any, for all Active and Associate members, shall be imposed by the Alumni Board subject to review and approval by the members at a meeting of the membership.
- 3.2** The Alumni Board at its discretion shall determine the amount of the membership fees.
- 3.3** The membership fees shall be due at all social functions and meetings, sponsored by the Association.
- 3.4** Honourary members shall be exempt from their membership fees.
- 3.5** The amount of the membership fees of all Active and Associate members shall be the same with the exception that all Associate member shall be exempt from the voting privileges.

### **PART 4 – MEETINGS**

#### **Year of General meeting**

- 4.1** The General meeting shall be held every year at a place within the Province of BC.

#### **Notice for all meetings**

- 4.2** Every notice of a reunion special or emergency meeting of the Alumni shall state the nature of the business of the meeting and such notice shall be given to every member within 21 days of notice.

#### **The manner in which notice is given**

- 4.3** Notice of any reunion, special or emergency meeting shall be emailed, mailed, handed, or informed using the member contact distribution to every member. Mail Chip, Facebook or DeafBC.ca are also alternative contact online.

#### **Conduct of all meetings**

- 4.4** Any three officers from the Alumni board may call a meeting of the Alumni for any purposes.
- 4.5** Members calling a special meeting only of the Alumni shall be responsible for the preparation of the meeting.

**4.6** Proceeding meetings is required to be conducted at each general meeting:

- a. the adoption of an agenda;
- b. the approval of the minutes of the previous general meeting and any extraordinary general meetings held since the previous general meeting;
- c. consideration of the financial statements and the report of the auditor thereon, if any;
- d. consideration of any members' proposals submitted in accordance with the Act;
- e. the election or appointment of Directors; and
- f. such other business, if any, required by the Act or at law to be considered at a general meeting.

### **Robert's Rules of Order**

**4.6** The rules of procedure at all meetings shall be determined by the Alumni Board, or if any member objects, then Robert's Rules of Order shall apply.

### **Quorum for all meetings**

**4.7** A quorum for the transaction of business at any meeting of the Alumni shall be 10 members excluding the Board Directors.

*Note:* Indirect or delegate voting is allowed by mail or another means of communication, including by fax, email or other electronic means.

## **PART 5 – OFFICERS OF THE ALUMNI BOARD**

### **Election and Appointment of Officers**

**5.1** The officers of the Alumni Board shall be elected by the members of the Alumni at the Reunion meeting and shall hold office until the next reunion meeting, unless re-elected.

**5.2** The officers of the Alumni Board shall be elected from among themselves at the Reunion meeting of the membership at which the officers are elected.

**5.3** Any vacancy in the Alumni Board may be filled by appointment by the officers. Meeting of the officers may be called by the President, two or more officers.

- 5.4** On being admitted to membership, each officer is entitled to, and the Alumni Board must give the officer without charge, a copy of the constitution and bylaws of the BCSDAA.
- 5.5** The officers of the Alumni Board may, by special resolution, remove an officer, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

### **Duties and powers of the Alumni Board**

- 5.6** The management and the administration of the affairs of the alumni shall be vested in the Board. In addition the powers and authority given by the bylaws or other wise expressly confirmed upon them, the officers may exercise all such powers of the Alumni and do all such acts on its behalf as are not by the Society Act or any of these bylaws required to be exercised or shall done by the Alumni at any meeting, and the officers shall have full powers to make such rules and regulations as are consistent with the Constitution and the Bylaws of the Alumni.

### **Alumni Board meeting**

- 5.7** The Alumni Board shall determine their own procedures regarding board meetings.
- 5.8** A quorum for any board meetings shall be at least three officers, a majority of Directors.

### **Officers of the Alumni Board**

- 5.9** The Board will be compromised of not less than five (5) and not more than eleven (11) Directors

President  
Vice President  
Secretary  
Treasurer  
Membership director  
Directors at Large (up to six)

### **Duties and powers of Officers**

#### **5.10 President shall**

- a. Have the management of the Alumni for which he/she is responsible to the Alumni Board.
- b. Co-sign bank documents and cheques with the Treasurer.

- c. Sign the minutes after they have been adopted by the members at all meetings.
- d. Be ex-officio at all committee meetings.
- e. Represent the Alumni as an advocated in the affairs concerning the welfare and the education of the deaf.
- f. Become Past President following the election.

#### **5.11 Vice-President shall**

- a. Preside with the same powers of the President, in the absence of the President.
- b. Be in charge of the Constitution and Bylaws of the Alumni.
- c. Responsible for BCSDAA policy manual including revisions and updates.

#### **5.12 Secretary shall**

- a. Keep records of all minutes of all meetings
- b. Notify all members of any meeting except the Board meetings.
- c. Distribute the minutes of all Board meetings to the officers and the minutes of all Reunion, Special and Emergency meetings to the members respectively.
- d. Maintain all records of the membership in cooperation with the Treasurer.
- e. Maintain all correspondence.

#### **5.13 Treasurer shall**

- a. Keep a record of all revenues and expenditures of the Alumni in accordance with the order of the Alumni Board.
- b. Sign bank documents and cheques with the President or in his/her absence, Vice-President
- c. Keep vouchers of all expenditures and preserve the books of the Alumni in proper order.
- d. Render an accounting of all financial transactions at all meetings except special and emergency meetings and shall provide the books of the Alumni when required to do so.
- e. Turn over all treasury books to the new Treasurer after the Reunion meeting.

#### **5.14 Membership Director shall**

- a. Maintain all records of the membership in cooperation with the Alumni Board.
- b. Coordinate beaverment; send sympathy cards to loved ones.
- c. Responsible for social media (Facebook, DeafBC.ca) and mail chip.

#### **5.15 Directors at Large**

- a. Help the Alumni Board as requested
- b. Responsibilities can be assigned; be delegated to fill in positions such as Social Director, Publicity Director, Archives Director and Youth Director

#### **5.16 Officers' Remuneration**

Officers performing their respective duties for the Alumni shall be reimbursed for their expenses.

#### **5.17 Past President shall**

Two years commitment to the Alumni Board; provide consultation to new appointed President. The Past President can't vote during Board meetings.

### **PART 6 – COMMITTEES**

**6.1** The Alumni Board shall establish committees as follows:

- a. Reunion
- b. Archives

**6.2** The chairperson of the respective committee shall appoint committee members in good standing with the Alumni.

### **PART 7 – RESIGNATION**

**7.1** Any officer who wishes to resign his/her position with the Alumni before his/her term is terminated, shall send a letter of resignation to the Alumni Board through the President and state his/her reasons of resignation. Upon the discretion of the Alumni Board, they shall consider his/her letter of resignation.

**7.2** He/she must send the letter of resignation thirty (30) days prior to his/her resignation.

## **PART 8 – AUDITS OF THE ACCOUNTS OF THE ALUMNI**

- 8.1** All the Treasury books of the Alumni shall be audited by a certified and chartered accountant or three assigned volunteers from the Alumni members as approved by the Alumni members.

## **PART 9 – MAINTENANCE OF MINUTES AND OTHER BOOKS AND RECORDS**

- 9.1** The Alumni Board shall see that the minutes of all meetings and all other necessary books and records of the Alumni required by the bylaws of the Alumni or by any applicable statute or law are regularly kept and properly kept.

## **PART 10 – INSPECTION OF RECORDS OF THE ALUMNI**

- 10.1** The books and records of the Alumni shall be open to inspection by the active members in good standing in the presence of the Alumni Board.

## **PART 11 – AMENDMENTS OR ALTERATIONS TO THE BYLAWS**

- 11.1** The bylaws of the Alumni may be amended or altered at the Reunion meeting by an extraordinary resolution adopted by two-thirds majority vote of the active members present.
- 11.2** Notice of such amendments or alterations must be submitted in writing to the Vice President ninety (90) days prior to the Reunion meeting at which the vote is to be taken.
- 11.3** The active members of the Alumni must be notified of such amendments or alternations to the bylaws sixty (60) days prior to the Reunion meeting at which the vote is to be taken.

## **PART 12 – DISSOLUTION**

- 12.1** The Society shall not be operated for a profit. Upon the winding up or dissolution of the society, any property or funds remaining after the satisfaction of its liabilities shall be given or transferred to such organization in British Columbia as the board may choose.

