



Administrators of Volunteer Resources - BC
P.O. Box 2259
Vancouver, BC V6B 3W2

ADMINISTRATORS OF VOLUNTEER RESOURCES - BC

CONSTITUTION AND BYLAWS

CONSTITUTION
As Amended

The name of the Association shall be AVRBC Administrators of Volunteer Resources – BC, hereinafter called the Association.

2. **PURPOSES:**

AVRBC Administrators of Volunteer Resources - BC is an association that promotes excellence in the management of volunteer resources.

The purposes of the Association are:

- To advocate for/promote the management of volunteer resources as a recognized profession.
- To promote education in the management of volunteer resources.
- To encourage and maintain communication and support among members.
- To advocate for the value of voluntarism.

3. **AREA:**

The operations of the Association are focused in B.C. This provision is alterable.

4. **DISSOLUTION CLAUSE:**

In the event of winding up or dissolution of the Association, any funds and assets of the Association remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations concerned with social problems or organization promoting the same objectives as this Association, as may be determined by the members of the Association at the time of winding up or dissolution, but in the event that the foregoing provisions cannot be effected, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect be adopted.

Bylaws
As amended

PREAMBLE

Where the context indicates "masculine" it shall be deemed to include "feminine" and where the context indicates "singular", it shall include "plural".

ARTICLE I – MEMBERSHIP

The categories of Members shall be:

1. VOTING MEMBER

Voting members are:

- Salaried or non-salaried administrators of volunteers or consultants, trainers, educators, researchers in the field of volunteer administration, or
- Graduates of a degree, diploma, or certificate program in volunteer administration or who have received certification in volunteer administration.

2. NON-VOTING MEMBER

- Individuals interested and/or with experience in volunteer management.
- Non-Voting members pay annual fees and are entitled to all rights and privileges of membership with the exception of voting and holding office.

Voting and Non-Voting Members who leave the membership for a period of three years or more will be required to re-apply as a new member.

3. A person shall cease to be a member of the Association:

- By delivering his resignation in writing to the Secretary of the Association of delivering it to the address of the Association, or by mailing or delivering it to the address of the Association, or
- On his death, or
- On being expelled, or
- On having been a member not in good standing for sixty (60) days, or has failed to pay debt due and owing by him to the Association.

4. A member may be expelled by a special resolution of the members passed at a general meeting.

- The notice of special resolution for expulsion shall be accompanied by a brief statement of the reasons for the proposed expulsion.

5. The person who is the subject of the proposed resolutions for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to vote.

ARTICLE II – FEES

1. There shall be a fee for membership, set by the Board of Directors and ratified by the membership.
2. Fees are due and payable at the beginning of the fiscal year and will be considered delinquent after sixty (60) days.

ARTICLE III – BOARD OF DIRECTORS

1. The Board of Directors shall consist of the elected Directors (Executive) President, Vice President, Regional Coordinator, Secretary and Treasurer of the Association the Immediate Past President and the Chairs of the Standing Committees appointed by the President.
2. The Board of Directors shall carry on the business of the Association between the regularly constituted meetings.
3. Recommendations of standing and special committees and bring these recommendations to regularly constituted meetings.
4. All elected and appointed Directors of the Association shall be members in good standing.
5. The Board of Directors shall consist of no less than seven (7) and no more than twelve (12) members.

ARTICLE IV – DIRECTORS

1. The elected Directors of the Association shall be the President, Vice-President, Regional Coordinator, Secretary, and Treasurer..
2. All Directors shall be elected bi-annually, other than the Immediate Past President. The same office may not be held for more than one term.
3. No elected Director shall serve more than three consecutive terms. Directors shall be eligible for election after a one year absence.
4. All elected and appointed Directors must be members in good standing. A member ceases to be in good standing when fees are overdue.
5. If a vacancy occurs, for any reasons, the Executive Committee shall appoint another person to hold office until the next Annual General Meeting.
6. The members may by special resolution remove a Director before the expiration of his office, and may elect a successor to serve to the next annual meeting.

7. No Director shall be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Association.

ARTICLE V - DUTIES OF DIRECTORS

Directors shall perform other such duties applicable to the office held as prescribed by these bylaws and the parliamentary authority adopted by the society.

1. PRESIDENT shall:
 - Preside at all meetings of the Association, the Board of Directors and the Executive Committee.
 - Be a member ex-officio of all committees excluding the Nominating Committee.
 - Be responsible for the storage of the permanent files of the Association.
 - Be responsible to the membership for the performance of the Directors..
 - Appoint all Standing Committee Chairs
2. VICE PRESIDENT shall:
 - In the President's absence, assume those duties and responsibilities.
 - Assume other duties as delegated by the President.
3. REGIONAL COORDINATOR shall:
 - Be responsible for Regional Representatives.
 - Assume such duties as assigned by the President and as outlined by the Executive Committee.
4. SECRETARY shall:
 - Be responsible for an accurate account of the proceedings of the Board of Directors, Executive Committee Meetings, Annual General Meetings and Special Meetings of the Association.
 - Be responsible for correspondence and maintaining permanent records of the Association.
 - Be responsible for the distribution of the minutes of all regularly constituted meetings of the Association to all members by thirty days following the meeting.
 - Be responsible for the distribution of the minutes of the Board of Directors, and Executive Committee meetings of the Association to all Board Members within thirty days following the meeting.
 - Be responsible for issuing notice of meetings of the Association, the Board of Directors and the Executive Committee.
5. TREASURER shall:
 - Be responsible for such financial records, including books of account, as are necessary to comply with the Societies' Act, and
 - Submit financial statements to the Board of Directors and the Executive Committee members and others when required.

6. IMMEDIATE PAST PRESIDENT shall:
 - Coordinate the work of the Nominating Committee
 - Conduct the election of Directors at the Annual General Meeting
 - Coordinate has necessary, constitutional revisions to be presented to the membership at the Annual General Meeting

ARTICLE VI - STANDING AND SPECIAL COMMITTEES

1. The Standing Committees shall be:
 - Nominating
 - Membership
 - Learning and Development
 - Communications
 - Advocacy
 - And other special committees as deemed necessary from time to time by the Executive Committee to a maximum as defined in Article III, 5.
2. The duties of these Standing Committees shall be determined by the Executive Committee, who shall provide written guidelines.
3. The Chairs of Standing Committees, not designated in previous Articles of these By-laws, are appointed by the Executive Committee.
4. The Special Committees shall:
 - a. Be formed as required to carry out the objectives of the Association, at the discretion of the Executive Committee, and shall be provided with written guidelines.

ARTICLE VII – MEETINGS

1. There shall be at least one meeting of the Association per year, the Annual General Meeting. This meeting will be held within six (6) months of the end of the fiscal year.
2. Other meetings of the Association may be called at the request of the President, with the approval of the Directors, or upon the written request of ten percent (10%) of the voting members of the Association. The date shall be set by the Executive Committee within twenty-one (21) days of receipt of application.
3. A written notice of all regularly-constituted meetings of the Association shall be sent to all members at their registered address at least thirty days (30) prior to the meeting, stating the time and location of the meeting.
4. Written notice of Special meetings shall include the business of the meeting and only such business may be discussed, except by the consent of seventy-five (75%) of the voting members present.
5. A written notice of meetings of the Board of Directors and Executive Committee shall be sent to Board Members before such meetings, stating the time and location of the meetings.

6. Board of Directors meetings shall be held at least three (3) times per annum; prior to and immediately following the Annual General Meeting, mid-term, and such other times as the President deems necessary. Special meetings may be called at the request of two members of the Executive Committee. The business of these meetings shall be dealt with in the same manner as other Special Meetings.

ARTICLE VIII – QUORUM

1. The quorum at an Annual General Meeting shall be ten percent (10%) of the voting membership with a minimum of fifteen (15) members.
2. A quorum at a Special Meeting shall be ten per cent (10%) of the voting membership with a minimum of fifteen (15) members.
3. A quorum at a Board of Directors meeting shall be five (5) members.

ARTICLE IX – VOTING

1. There shall be one vote for each Member who is in good standing.
2. Voting for officers shall be by written ballot.
3. Voting for motions and amendments shall be by the show of hands or by standing vote, unless a secret ballot is requested by the majority of the voting members.
4. Proxy votes will be accepted and counted immediately after the attending vote.
5. Any member may authorize any other member who is in good standing to carry their written proxy.
6. A member can only carry one proxy for another member at any one time.
7. A permanent proxy or proxy entitling a member to vote at other than one meeting and any adjournment is void.

ARTICLE X - ELECTIONS

1. It shall be the responsibility of the Nominating Committee to send the call for nominations to the membership sixty (60) days prior to the Annual General Meeting.
2. Nominations from the membership will be accepted. The Nominating Committee shall send the candidate's names to fill the vacancies for the elected Directors to the membership thirty (30) days prior to the Annual General Meeting. Such members shall have indicated, in writing, their willingness to serve, if elected.

ARTICLE XI - FINANCE

1. The fiscal year of the Association shall be from January 1st to December 31st.
2. The withdrawal of funds from a registered financial institution account, established under the authority of the Executive Committee shall require two of four authorized signatures. Authorized signing officers shall be the President, Vice-President, and Secretary and Treasurer.
3. A financial statement, reviewed by a qualified examiner, shall be submitted at the Annual General Meeting to the membership through the Executive Committee.

ARTICLE XII – BORROWING POWERS

The Association may borrow sums up to five thousand (\$5,000) dollars per annum, for operating expenses, at the discretion of the Executive Committee. No debenture shall be issued without sanction of a special resolution.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended, at any regular special or Annual General Meeting of the Association by seventy-five percent (75 %) members who are present and voting, a quorum being present, provided the notice and amendments have been submitted to all members thirty (30) days prior to the meeting.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised will be used by the Association except where otherwise provided by these Bylaws.