

Purpose of the Environmental Managers' Association of BC

The Purpose of the Society is:

- a) To encourage education, share knowledge among members and create a forum for environmental management issues in the industrial, commercial and institutional sectors;
- b) To provide a network for the generation and exchange of information and ideas among members.
- c) To serve as a key resource of environmental information for members;
- d) To explore existing and emerging environmental issues;
- e) To promote cooperation, communication and understanding among members.

Bylaws of the Environmental Managers' Association of BC

Part 1 -- Interpretation

- (1) In these bylaws, unless the context otherwise requires: "Directors" means the Directors of the Society for the time being
"Society Act" means the Society Act of British Columbia from time to time in force and all amendments to it
"registered address" of a member means the member's address as recorded in the register of members
 - (2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

Part 2 -- Membership

- 3 The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 4 A corporation may apply to the Directors for membership in the Society and on acceptance by the Directors is a member.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the Directors and after that the annual membership dues must be determined at the Annual General Meeting of the Society.
- 7 A corporation ceases to be a member of the Society:
 - (a) by delivering their resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society
 - (b) on the dissolution of a corporation
 - (c) on being expelled, or
 - (d) on having been a member not in good standing for 12 consecutive months

- 8 (1) A member may be expelled by a special resolution of the members passed at a General Meeting.
- (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the General Meeting before the special resolution is put to a vote.
- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid.
- 10 Members will be from either the industrial, commercial or institutional sectors and such organizations that provide environmental support and environmental services to these sectors. Environmental regulatory agencies that have jurisdiction over the industrial, commercial or institutional sectors, individuals and special interest groups shall not be generally eligible for membership in the Society.
- 11 a) The executive may waive the restriction in Section 10 when it is deemed membership of an applicant is in the best interests of the Society. If the Executive waives the restriction in Bylaw 10, such waiver must be approved by the general membership by way of a two-thirds majority vote or those members present in person or by proxy at the next Annual General Meeting.
- b) The Executive may extend the restriction in Section 10 to any organizations or individuals when it is deemed membership of an applicant is not in the best interests of the Society. Such applications are subject to review by the general membership at the next Annual General Meeting.
- 12 (1) Members must delegate one person as their voting member.
- (2) A member may have multiple employees participating in the activities and standing committees of the Society.
- 13 A member may not have more than two representatives on the Board of Directors at any one time.
- 14 Dues for membership in the Society will start at \$350.00 and will be varied from time to time as deemed necessary by the Directors or the Association.
- 15 Fees for non-members to participate in the Association's functions will be determined by the Directors of the Association.

- 16 A non-voting class of honorary membership is established. Honorary Membership may be of a resolution to that effect. Honorary Membership may be conferred for reasons of meritorious service to the Association, or other reasons that the Association deems appropriate. Honourary Members do not pay annual dues and are eligible for all the rights and privileges of normal membership, with the exception that Honourary Members may not vote on motions or resolutions. Honourary Memberships may be "life-time" memberships, or may be for a period of time deemed appropriate by the Association.

Part 3 --Meetings of Members

- 17 General Meetings of the Society must be held at the time and place, in accordance with the Society Act, that the Directors decide.
- 18 Every General Meeting, other than an Annual General Meeting, is an Extraordinary General Meeting.
- 19 The Directors may, when they think fit, convene an Extraordinary General Meeting.
- 20 Meeting Notice:
- (1) Notice of a General Meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
 - (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 21 The first Annual General Meeting of the Society must be held not more than 15 months after the date of incorporation and after that an Annual General Meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding Annual General Meeting.

Part 4 -- Proceedings at General Meetings

- 22 Special business is:
- (a) all business at an Extraordinary General Meeting except the adoption of rules of order, and
 - (b) all business conducted at an Annual General Meeting, except the following:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the Directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of Directors;

- (vi) the appointment of the auditor, if required;
- (vii) the other business that, under these bylaws, ought to be conducted at an Annual General Meeting, or business that is brought under consideration by the report of the Directors issued with the notice convening the meeting.

23 Meeting Business:

- (1) Business, other than the election of a Chair and the adjournment or termination of the meeting, must not be conducted at a General Meeting at a time when a quorum is not present.
- (2) If at any time during a General Meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 10 members in good standing present or represented by proxy, or a greater number, that the members may determine at a General Meeting, but never less than three. A member in good standing must have a paid up membership as of the AGM. *[Comment: a member is a member in good standing when paid; a member is still a member when not paid up but not in good standing; a member ceases to be a member when not in good standing for 12 months (Bylaw 7D). This comment is for the reader's information and is not part of the bylaws. Peter Borgmann]*

24 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 must stand adjourned to the same day in the next week, at the same time and place, and 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.

25 Subject to Bylaw 26, the President of the Society, the Vice President or, in the absence of both, one of the other Directors present, must preside as Chair of a General Meeting.

26 If at a General Meeting:

- (a) there is no President, Vice President or other Director present within 15 minutes after the time appointed for holding the meeting, or
- (b) the President and all the other Directors present are unwilling to act as the Chair, the members present must choose one of their number to be the Chair.

27 Meeting Adjournment:

- (1) A General Meeting may be adjourned from time to time and from place to place, but business must not be conducted 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 10 days or more, notice of the adjourned meeting must be given as in the case of 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 conducted at an adjourned General Meeting.
- 28 In the case of a tie vote, the Chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member and the proposed resolution does not pass.
- 29 Voting:
- (1) A member in good standing present at a meeting of members is entitled to one vote.
 - (2) Voting is by show of hands.
 - (3) Voting by proxy is permitted. Proxies at Proceedings of Directors are created as described in Bylaw 38(5). At any meeting of the membership as a whole where voting takes place, any member may authorize any other member to act on their behalf by written proxy. A member may carry no more than 30 proxies.
- 30 A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.

Part 5 -- Directors and Officers

- 31
- 1) The Directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a General Meeting, but subject, nevertheless, to:
 - (a) all laws affecting the Society,
 - (b) these by laws, and
 - (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a General Meeting.
 - (2) A rule, made by the Society in a General Meeting, does not invalidate a prior act of the Directors that would have been valid if that rule had not been made.
- 32
- (1) The President, Vice President, Secretary, Treasurer and one or more other persons are the Directors or the Society.

- (2) The number of Directors must be five or a greater number determined from time to time at a General Meeting.
- (3) a) For the purposes of this section, an environmental manager is defined as a person whose corporate responsibilities include that of environmental management within his or her organization.
- b) The Executive must consist of at least 25% of environmental managers upon conclusion of elections at the Annual General Meeting.
- c) The positions of President and Vice-President must be filled by environmental managers except when no environmental manager is available or willing to accept either or both of these positions. In such a case, a person from a member organization, who is not an environmental manager within the meaning of these by-laws, may fill either position. Should a person holding one of these positions cease to be an environmental manager or otherwise change the nature of his or her employment during the course of his or her term, the Executive, having regard for the best interests of the Association, shall decide whether or not the person must resign his or her position.

33

- (l) a) The Directors, except the President and Vice-President, must retire from office at the closest Annual General Meeting coinciding with termination of their prescribed two-year elected period.
- b) The President and Vice-President must retire from office at the closest Annual General Meeting coinciding with termination of their prescribed one-year elected period.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation; otherwise it must be by ballot.
- (4) The President of the Association shall have served on the Executive for one year prior to being eligible for nomination to this position.

34

- (1) The Directors may at any time and from time to time appoint a member as a Director to fill a vacancy in the Directors.
- (2) A Director so appointed holds office only until the conclusion of the next Annual General Meeting of the Society, but is eligible for re-election at the meeting.

35

- (1) If a Director resigns his or her office or otherwise ceases to hold office, the remaining Directors must appoint a member to take the place of the former Director.
- (2) An act or proceeding of the Directors is not invalid merely because there are less than the prescribed number of Directors in office.

36 The members may, by special resolution, remove a Director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

37 A Director must not be remunerated for being or acting as a Director but a Director must be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Society.

Part 6 --Proceedings of Directors

38

- (1) The Directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The Directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the Directors then in office.
- (3) The President is the Chair of all meetings of the Directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice President must act as Chair, but if neither is present the Directors present may choose one of their number to be the Chair at that meeting.
- (4) A Director may at any time, and the Secretary, on the request of a Director, must, convene a meeting of the Directors.
- (5) Any Director may authorize any other Director to act on their behalf by written, faxed or e-mailed proxy.

39

- (1) The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors, as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the Directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the Directors held after the act or thing has been done.

40 A committee must elect a Chair of its meetings, but if no Chair is elected, or if at a meeting the Chair is not present within 30 minutes after the time appointed for holding

the meeting, the Directors present who are members of the committee must choose one of their number to be the Chair of the meeting.

- 41 The members of a committee may meet and adjourn, as they think proper.
- 42 For a first meeting of Directors held immediately following the appointment or election of a Director or Directors at an Annual or other General Meeting of members, or for a meeting of the Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of the Directors is present.
- 43 A Director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the Directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of Directors is not required to be sent to that Director, and
 - (b) any and all meetings of the Directors of the Society, notice of which has not been given to that Director, if a quorum or the Directors is present, are valid and effective.
- 44
- (1) Questions arising at a meeting of the Directors and committee of Directors must be decided by a majority or votes.
 - (2) In the case of a tie vote, the Chair does not have a second or casting vote.
- 44 Proxies are recognized for delegation of voting power at Executive Meetings by Executive Members.
- 45 A resolution in writing, signed by all the Directors and placed with the minutes or the Directors, is as valid and effective as if regularly passed at a meeting of Directors.

Part 7 --Duties of Officers

- 47
- (1) The President presides at all meetings of the Society and of the Directors.
 - (2) The President is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.
 - (3) The President shall prepare an Annual General Report in compliance with the Society Act.

- 48 The Vice President shall carry out the duties of the President during the President's absence, and any other duties as may be directed by the President.
- 49 The Secretary must do the following:
- (a) keep minutes of all meetings of the Society and Directors;
 - (b) have custody of all records and documents of the Society except those required to be kept by the Treasurer;
 - (c) have custody of the common seal of the Society;
 - (d) other duties as assigned.
- 50 The Treasurer must:
- (a) keep the financial records, including books of account, necessary to comply with the Society Act, and
 - (b) render financial statements to the Directors, members and others when required.
 - (c) carry out other duties as assigned.
- 51
- (1) The offices of Secretary and Treasurer may be held by one person who is to be known as the Secretary Treasurer.
 - (2) If a Secretary Treasurer holds office, the total number of Directors must not be less than Five or the greater number that may have been determined under Bylaw 32 (2).
- 52
- (1) In the absence of the Secretary from a meeting, the Directors must appoint another person to act as Secretary at the meeting.
- 53 (I) The following additional positions to the Executive are created:
- a) Vice President Education, who has overall responsibility for the organization of speaker sessions, workshops and similar educational activities;
 - b) Vice President Membership, who has overall responsibility for soliciting membership, and maintaining membership;
 - c) Past President, who serves in advisory capacity to the existing President;
 - d) Vice President Communications, who has overall responsibility for communications within the Association, and for communications between the Association and outside individuals, organizations and agencies;
 - e) Vice President Information Services, who has overall responsibility for maintenance of the Association's Web Page;

- f) Newsletter Editor, who has overall responsibility for the Association's Newsletter;
 - g) Executive Member-at-Large, who supports the other formal Executive positions and may undertake other duties or activities that the Executive deems in the best interests of the Association.
- (1) In accordance with Clause 32, holders of these positions are directors of the Society.
 - (2) The Executive may assign, re-assign and generally distribute specific Duties of Directors among the various Directors as best suits the needs of the Society.
 - (3) Unless otherwise indicated, positions created under this clause will be for a term of office of two years.
 - (5)
 - a) Executive Members-at-Large shall be elected as required.
 - b) The President is authorized, at the Executive's discretion, to appoint Members-at-Large, as required, between Annual General Meetings.
 - c) The maximum number of Executive Members-at-Large shall be 10.

Part 8 -- Seal

- 54 The Directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- 55 The common seal must be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the President and Secretary or President and Secretary Treasurer.

Part 9 -- Borrowing

- 56 Subject to the Society Act, In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide.

Part 11 --Notices to Members

- 57 A notice may be given to a member, either personally, by mail, or by electronic mail to the member at the member's registered address.

58 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

59

- (1) Notice of a General Meeting must be given to:
 - (b) every member shown on the register of members on the day notice is given,
 - (c) *(Deleted June 2005)*
- (2) No other person is entitled to receive a notice of a General Meeting.

Part 12 --Bylaws

60 On being admitted to membership, each member is entitled to, and the Society must give the member without charge, a copy of the constitution and bylaws of the Society.

61 These bylaws must not be altered or added to except by special resolution.

Bylaw Modifications:

Part 11-57 Notice to Members: Notice by electronic – mail Added July 2012
Part 11-59 (1) (c) – Deleted June 2005