

Constitution and Bylaws of The British Columbia School Safety Association

CONSTITUTION

Article I – Name

The name of the Society shall be:

THE BRITISH COLUMBIA SCHOOL SAFETY ASSOCIATION

Article II – Purposes

The purpose of the Society shall include the following items:

- (a) To develop and increase the knowledge, skill and efficiency of its members in the fields of health and safety in schools.
- (b) To promote close co-operation between the Association and other societies and groups working in the field of education.

BY-LAWS

Clause I – Membership

There shall be four classifications of membership in the Society, viz.,

- (a) Active Members
- (b) Associate Members
- (c) Life Members
- (d) Honorary Members

(a) Active Members

Any person may be taken out by the following:

- (i) Any person employed by a British Columbia School District whose responsibilities include occupational health and safety.
- (ii) Appropriately qualified members of the staffs of parochial and private and other unattached school systems outside British Columbia.
- (iii) Any other category of membership approved by the executive and ratified by the membership at the Annual General Meeting.

(b) Associate Members

Associate Membership may be taken out by the following:

- (i) Executive staff of the British Columbia School Trustees Association.
- (ii) Appropriately qualified member of the staffs of parochial and private and other unattached school systems outside British Columbia.
- (iii) Any other category of membership approved by the executive and ratified by the membership at the Annual General Meeting.

(c) Life Members

Life Membership may be conferred upon any Active Member of the Association who has retired and is no longer directly or indirectly responsible for occupational health and safety in any British Columbia School District.

(d) Honorary Members

Honorary Membership may be conferred upon any person who has rendered or is rendering outstanding service to the Association. Honorary Membership shall be conferred by majority approval at the Annual General Meeting of the Association.

(e) A member may be expelled by special resolution.

Clause II – Fees

(a) Registration Fees

To become an Active or Associate Member of the Association, a registration fee of \$ 20.00 must be paid along with written application on a form approved by the Executive.

(b) Annual Membership Fees

Active and Associate Members shall be required to pay an annual membership fee as determined by the Annual General Meeting from time to time. Non payment of the annual membership fee by October 31 of the current fiscal year shall result in ceasing to be in good standing and in termination of membership. Honorary and life Members shall not be required to pay annual membership fees.

Clause III – Meetings

1. The Annual Meeting of the Association shall be held in October of each year.
2. The Annual Meeting shall consist of one or more General Sessions and one or more Business Sessions.
3. Thirty days notice of the date, time and place of the Annual General Meeting shall be given in writing by regular first class mail to all members of the Association.
4. Six Active Members shall constitute a quorum at any Business Meeting of the Association.
5. The Executive may call a Special Business Meeting of the Association when deemed necessary to consider urgent matters of business, which cannot be held over until the Annual General Meeting. Special Business Meetings shall be convened by thirty days written notice to all Active Members of the Association.
6. Attendance at General Sessions of Annual Meetings is open to all classifications of Members and to guests of the Association.
7. Attendance at Business Sessions of Annual Meetings shall be restricted to Active Members and Life Members of the Association.
8. Only Active Members of the Association shall be entitled to vote.
9. Roberts Rules of Order shall govern conduct of General and Business Sessions of Association meetings.

Clause IV – Administration

1. The business of the Association shall be administered by an Executive which consists of:

- (a)
 - (i) President
 - (ii) Vice-President
 - (iii) Secretary-Treasurer
 - (iv) Treasurer

who shall be elected by separate ballot at the Annual Meeting and who shall hold office until the close of the next Annual Meeting or until their successors have been appointed.

- (b) Five Directors at large; one from each of the following five regions:

Region 1 – North Coast/Northern Interior/Cariboo
Region 2 – East and West /Kootenays
Region 3 - Vancouver Island/Sunshine Coast
Region 4 – Lower Mainland/Fraser Valley
Region 5 - Okanagan

- (c) The immediate Past President.

2. Any member of the Executive shall automatically cease to hold office upon ceasing to be an Active member of the Association. Any vacancies occurring in the Executive between Annual General Meetings may be filled by the Executive at any of its meetings.
3. Any member of the Executive may be removed from office by seventy-five percent majority vote of members present at any Business Meeting.
4. Meetings of the Executive shall be called by the President, or in the absence of the President, by the Vice-President. The Executive shall meet no less than twice a year.
5. A quorum at a meeting of the Executive shall be a simple majority of its members.
6. A Nominating Committee, comprised of the President, Vice-President and two Past Presidents, shall present a slate of candidates for the Executive positions to the Annual Meeting.

Clause V – Duties of Officers

1. The President shall preside at all Meetings of the Association and of the Executive Committee, and exercise such supervision of the Association's affairs as may best promote its activities and welfare. The President may name committee members to committees established by the Executive.
2. The Vice-President shall in the absence of the President assume that position and in doing so, shall be empowered with the authority vested in the President.
3. The Treasurer shall be responsible for receiving and giving receipts for all monies due to the Association and depositing all money to an Association bank account.

The Treasurer shall ensure that all accounts owed by the Association are kept current.

4. The Secretary shall be responsible for all books, papers and other property of the Association including recording the minutes and keeping a roll of offers and members.

Clause VI – Finance

1. The Association by special resolution shall grant to the Executive such borrowing power as may be authorized in the resolution.
2. The Association may acquire, purchase, sell, mortgage, lease, or otherwise deal with real and personal property.
3. The fiscal year of the Association shall be the twelve consecutive months ending December 31.
4. The Executive shall have the authority to levy a special assessment on the membership to finance a specific project. If in excess of \$5.00 per member, this must be approved by the members at any Business Meeting or by mail.

Clause VII – Financial Review

The Secretary shall present a detailed financial review of the financial affairs to the association at the Annual General Meeting.

Clause VIII – Seal

1. The Seal of the Association shall be in the custody of the Secretary.
2. The Seal of the Association shall be affixed to any documents required to be under seal, in the presence of the President, or the Vice-President, and the Secretary or the Treasurer.

Clause IX – Special Resolutions

Notice of Special Resolutions shall be given in writing to the Secretary of the Association not later than thirty days prior to the Annual Meeting at which such resolutions are to be considered and shall be transmitted by the Secretary to all members not less than 14 days before the date of the Annual Meeting. A seventy-five percent majority vote by ballot, of all members present, shall be necessary to pass a Special Resolution.

Clause X – Amendment of Bylaws

The Bylaws may be amended only by special resolution as defined by the Societies Act.

Clause XI – Minutes and Records

1. The Secretary is responsible to ensure that preparation of the minutes of proceedings of meetings of the Association and of the Executive and all other books and records of the Association are maintained.
2. The books and accounts of the Association shall be open to inspection by Members of the Association at a reasonable time and place as the Executive may decide after receipt of notice of request in writing.

Clause XII – Affiliation

The Association by resolution may affiliate or partner with any society or incorporated body having similar aims or objectives.