

**INDEX**

	Page Number
General Information	
Constitution	1
Bylaws	3
Article 1 - Membership	3
Article 2 - Officers	4
Article 3 - Executive/Director Committee	6
Article 4 - Annual Meeting	6
Article 5 - Committees	6
Article 6 - Revenue	7
Article 7 - Amendments to the Constitution	8
Article 8 - Conduct of Members	8
Article 9 - Executive Committees	8
Article 10 - Annual Meetings	8
Article 11 - Nomination and Election of Officers	9
Article 12 - Vacancies in Office	10
Article 13 - Finance	10

**RECREATION FACILITIES ASSOCIATION OF  
BRITISH COLUMBIA**

**CONSTITUTION**

Amended and Approved at the Annual General Meeting  
April 18, 2000 at the Jasper Park Lodge  
Jasper, Alberta

**ARTICLE 1. - NAME**

Section 1.

The name of this organization shall be "Recreation Facilities Association of British Columbia".

**ARTICLE 2. - PURPOSE**

Section 1.

Vision:

"The RFABC is the leader of training and resources for recreation facility operations."

Mission:

- The RFABC is a dedicated network of individuals with a commitment to promote safe and efficient recreation facility operations.
- The RFABC develops, promotes and offers education opportunities throughout the province.
- The RFABC engages in partnerships with organization and communities sharing common goals and interests.

# RECREATION FACILITIES ASSOCIATION OF BRITISH COLUMBIA

## BY-LAWS

### ARTICLE 1. - MEMBERSHIP

#### Section 1.

##### Associate Membership:

Shall be granted to person employed by or who represent engineering, industrial, commercial, and manufacturing firms who perform or sell services or products to the membership of the Association. Associate members shall not have voting power, with the exception of the elected representative of the Associates.

#### Section 2.

##### Individual Membership:

Shall be granted to such individuals who are interested in the purpose of the Association or who are employed by or may represent non-profit boards, commissions, facilities, agencies or councils and who provide recreation services or facility operation for the public or private sector. Independent Associates do not qualify for individual membership status. Persons holding individual membership are eligible to vote. Individual Memberships may be purchased in groupings by facilities or communities.

#### Section 3.

##### Life Memberships:

1. There shall be no limit on Life Members
2. Eligibility
  - All Past Presidents, after their retirement from active employment in the industry, ~~should be considered~~ will automatically be granted a Life Membership.
  - The Executive could recommend any other member who has made an outstanding contribution to the Association after their retirement from active employment in the industry.
  - All candidates must be recommended by the Executive and passed by the majority vote general of the membership at the annual general meeting or by a mail vote ~~with a 75% majority.~~
3. Privileges
  - Life Members will not be subject to membership ~~assessments~~ fees.
  - Life Members will be entitled to all the privileges or a regular member.

##### Honorary Members

1. There shall be no limit on Honorary Members
2. Eligibility
  - Honorary membership shall be granted to worthy persons outside the Association. This membership is granted in order to pay the Association's respects.

- Candidates must be recommended by the Executive and passed by the General memberships.
  - Honorary membership shall be limited to a maximum of 2 years.
3. Privileges
- Honorary members will not be subject to membership assessments.
  - Honorary members will not be eligible to vote.
  - Honorary members will be eligible for all other membership privileges.

#### Section 4

##### Student Memberships

Shall be granted to persons actively attending courses in Recreation or Facility Management. This category of membership does not enjoy voting privileges.

#### Section 5

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

By delivering their resignation in writing to the Secretary of the Association or by mailing or delivering it to the address of the Association; or up death; or on being expelled; or on having been a member not in good standing for a period of time prescribed by the Directors.

#### Section 6

1. A member may be expelled by a special resolution of the members passed at a general meeting.
2. A brief statement of the reason or reasons for the proposed expulsion shall accompany the notice of special for expulsion.
3. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

#### Section 7

All members are in good standing except a member who has failed to pay their current annual membership fee, if any, or other subscription or debt due and owing by them to the Association.

### ARTICLE 2. - OFFICERS

#### Section 1.

The Executive Committee of the Association consists of:

President  
 President-Elect  
Past President  
 Associate Director - 1 year term  
 Marketing/~~Promotions Chair~~Director  
 Education/~~Special Projects Chair~~Director  
 Technical ~~Chair~~Director  
 Secretary-~~Treasurer~~  
Membership Director

~~Past President~~ Treasurer – appointed – no vote

The Board of Directors of the Association consists of:

Directors: Elected one of each from the following zones - Island, Lower Mainland, Thompson-Okanagan-Valley, East Kootenay, West Kootenay, North, Skeena-Bulkley, and Cariboo.

~~Membership Chair – elected position~~

Boiler Branch Representative - appointed - no vote

Curling Liaison - appointed - no vote

Aquatics Liaison - appointed - no vote

~~Commissioners Director – appointed – no vote~~

~~BCRPA Liaison – appointed – no vote~~

BC Hockey Representative – appointed – no vote

Section 2.

The officers will comprise the Executive Committee and the Board of Directors of the Association.

Section 3.

Each officer of the Association noted in Article 2 (1) shall be a member in good standing as herein provided.

Section 4.

All officers shall serve without compensation, except as approved by the President.

Section 5.

The officers shall serve for a period of two years, or until their successors are elected.

In even numbered years the following zones will elect their directors ~~for~~: Island, North, Thompson-Okanagan, West Kootenay. Zone directors will serve ~~two year~~ two-year terms.

In even numbered years these positions will be elected by the general membership: Secretary, ~~Treasurer~~, Technical ~~Chair~~ Director, Membership Director, President Elect.

In odd numbered years the following zones will elect their directors ~~for~~: Skeena-Bulkley, Lower Mainland, Cariboo, East Kootenay. Zone directors will serve two year terms.

In odd numbered years these positions will be elected by the general membership: Education ~~Chair~~ Director, Marketing ~~Chair~~ Director.

~~The President may choose to run for a second term as president if he/she wishes. This second one-year term must be approved at the Annual General Meeting by 60% of the members in attendance. Should the existing President wish to serve a second term as President the existing President elect~~

~~will remain in the position for a second year.~~ When elected, the President-elect will automatically become President once the President vacates the position. At that time, the current President will automatically become Past President.

#### Section 6.

A vacancy occurring in any elective office between Annual Meetings shall be filled by the manner prescribed in Article ~~123~~.

#### Section 7.

A quorum will consist of a minimum of ~~four three~~ Executive Members and ~~four two~~ Board of Directors.

#### Section 8.

A director or executive may be removed from office by special resolution and approved by 75% of the membership attending the AGM and another director or executive may be elected, or by ordinary resolution appointed, to serve during the balance of the term.

### **ARTICLE 3. - EXECUTIVE/DIRECTOR COMMITTEE**

#### Section 1.

The Executive and Directors Committee shall be responsible for the supervision, control and administration of the affairs of the Association and the prompt and efficient conduct of all business allotted to it, or assigned to it, from time to time by the Association, and shall hold its meetings on such dates as may be fixed by resolution of such Committee or at the the call of the President, and the Executive Committee may for the purpose of appointing dates for its meeting confer and vote by correspondence. It shall make such arrangements as are necessary to hold a Conference each year.

#### Section 2.

The construction and interpretation of the ~~Constitution Bylaws~~ by the Executive Committee shall be final and binding unless such construction and interpretation is rescinded at a subsequent Annual Meeting of the Association.

### **ARTICLE 4. - ANNUAL MEETING**

#### Section 1.

The Annual Meeting of the Association shall be held once a year, at such time and place as may be determined by ~~the general membership in annual session~~ the Officers of the Association, at which all matters of business concerning the Association shall be transacted.

#### Section 2.

Monthly or special meetings of the Association may be called by the President or as may be desired by 10% of the voting members of the Association.

## ARTICLE 5. - COMMITTEES

### Section 1.

The Executive Committee shall consist of the President, President-Elect, Secretary, ~~Treasurer,~~ Immediate Past President, Education, ~~Special Projects Chairperson~~ Director, Marketing ~~Chairperson~~ Director, Technical ~~Chairperson~~ Director and Associates Director.

### Section 2.

The Board of Directors shall consist of all Directors with voting privileges.

### Section 3.

The Executive Committee shall perform such administrative duties and exercise such administrative authority as shall be necessary between annual and other meetings in order that the affairs of the Association may be carried out.

### Section 4.

The President shall preside at all meetings of the Executive Committee and Board of Directors. In the President's absence the President-Elect will preside at the meeting and if that person is not available, the Secretary ~~Treasurer~~ will preside at the meeting. If none of those executive members are available, a chairperson will be elected from the remaining executive committee members. Special Committees shall be appointed by the President whenever it may be deemed advisable and they shall perform such duties as may be authorized by the Executive Committee in their discretion.

### Section 5.

Zone meetings may be called at the discretion of the Zone ~~Chairperson~~ Director and copies of the minutes of such meetings to be filed with the Secretary ~~Treasurer~~ and circulated to the Executive Committee. Zone ~~Chair Directors persons~~ must hold at least ~~three two~~ zone meetings per year, one meeting may be held at the Annual Conference.

### Section 6.

The President on or before July 1st, two years prior to a conference shall appoint a Conference Committee.

## ARTICLE 6. - REVENUE

### Section 1.

Each and every Associate Member as defined in Article 1, Section 2, shall also pay an annual fee as defined in Article 14, Section 4 of the ~~Constitution~~ Bylaws. Such annual fees will be payable upon the expiry of their current annual membership.

### Section 2.

Each and every Individual Member, as defined in Article 1, Section 3, shall also pay an annual fee as defined in Article 14, Section 4 ~~of the Bylaws~~. Such annual fees will be payable upon the expiry of their current annual membership.

Section 3.

Each and every Student Member, as defined in Article 1, Section 6, shall also pay an annual fee as defined in Article 14, Section 4 of the ~~Constitution Bylaws~~. Such annual fees will be payable upon the expiry of their current annual membership ~~or before the 1st of November of each year.~~

#### **ARTICLE 7. - AMENDMENTS TO THE CONSTITUTION**

Section 1.

Amendments of the ~~Constitution Bylaws~~ shall be made only at the Annual Meeting of the Association by the ~~75% 2/3~~ vote of the authorized membership present.

Section 2.

Proposed amendments to the ~~Constitution Bylaws~~ must be submitted to the Secretary ~~Treasurer~~ in writing, at least ~~one two (2)~~ months prior to the Annual Meeting. Copies of said amendments must be circulated to all members of the Association at least two weeks prior to the Annual Meeting.

#### **ARTICLE 8. - CONDUCT OF MEMBERS**

Section 1.

All members of the Association agree to abide by the following "Code of Ethics" for the mutual benefit of all concerned.

"As a member I promise ~~to deal fairly with all other members in the Association in respect to rates and dates with prospective users of facilities. The member that I~~ will at all times maintain the highest code of ~~simple~~ business ethics and good-will with all members in the Association, and will make available all reasonable information of administrative and mechanical nature to the end that all members may benefit."

#### **ARTICLE 9. - EXECUTIVE COMMITTEES**

Section 1.

The Executive Committee and/or Board of Directors shall meet at such times and places as may be deemed necessary by the President, or by written request of a majority of the Executive Committee. The Secretary ~~Treasurer~~ will forward a written notice of such meeting to each member of the Executive Committee at least three weeks prior to said meeting.

Section 2.



The Executive Committee may, without meeting together, transact business by mail, ~~telegram, fax,~~ e-mail, telephone, or other electronic means ~~or to~~ vote upon Association matters, subject to the approval of the President.

## ARTICLE 10. - ANNUAL MEETINGS

### Section 1.

There shall be an Annual Meeting of the Association each year at a location as determined at the Annual Meetings. The date to be determined by Executive Committee in conjunction with the host.

### Section 2.

The order of business at Annual or General Meetings shall be as follows:

- Reading and Adoption of Minutes of last Annual Meeting ~~and Executive Meetings.~~
- President's Report
- ~~Secretary~~-Treasurer's Reports
- Reading of Financial Statements
- Reports, written only, of all Executives
- Reports, written only, of all Directors
- Reports of Committees
- General Business

The above order of business may be changed by the Chairperson on approval of the Membership assembled.

### Section 3.

At Annual Meetings, the President shall appoint such Committees as may be necessary to deal with resolutions submitted.

## ARTICLE 11. - NOMINATION AND ELECTION OF OFFICERS

### Section 1.

All elect officers, except Zone Directors and the Associates Director, of the Association shall be elected at the Annual General Meeting by ballot. Such elections will take place immediately prior to the adjournment of the Annual Meeting. Zone Directors shall be elected at a Zone meeting prior to Annual General Meeting using the criteria in Section 2 of this ~~Article Article and the Elected Director~~ will be sworn in at the Annual General Meeting. Associates Director shall be elected at a meeting of the Associate Members of the Association prior to the Tradeshow at the Conference, or another time or method agreed to by a majority of Associate Members. Elected Zone and Associates Directors will be sworn in at the Annual General Meeting.

### Section 2.

Any members of the RFABC upon being nominated for a position on the Executive and agreeing to let their name stand for that position will be required to make a speech to the membership before a vote is taken.

Formatted: Indent: First line: 0.5"

Commented [cs1]: Do we want to keep this?

Section 3.

A majority of all votes cast shall be necessary for the election of officers of the Association. In the event that any ballot cast does not show a majority for any nominee, the nominee having the lowest vote on the first ballot shall be dropped; a second ballot shall be taken and on each succeeding ballot, the same procedure shall be followed until one nominee has received a majority of the votes cast.

Section 4.

The President shall appoint such scrutineers as may be necessary for carrying out the election.

Section 5.

The ballot shall be taken in the following order: ~~President~~, President-Elect, Secretary ~~Treasurer~~, Marketing ~~Chairperson~~Director, Education ~~Special Projects Chairperson~~Director, Technical ~~Chairperson~~Director, ~~Membership Director~~, Associates Director and Zone Directors.

Section 6.

Should a nominated officer not be in attendance at elections, a letter of acceptance to the nomination shall be available.

**ARTICLE 12. - VACANCIES IN OFFICE**

Section 1.

In the event of a vacancy in the office of President between Annual Meetings, the President-Elect shall become President for the unexpired term.

Section 2.

In the event of a vacancy in the offices of President-Elect, ~~Chairperson~~, or Directors between Annual Meetings, the Executive Committee shall elect a qualified member to fill the office for the unexpired term. ~~In the event of a vacancy in the office of Secretary Treasurer, the Executive Committee shall appoint a qualified member to fill the office for the unexpired period.~~

**ARTICLE 13.- FINANCE**

Section 1.

The fiscal year of the Association shall begin on January 1st of each year.

Section 2.

- ~~All monies belonging to the Association shall be deposited in its name in a special trust bank account held at bank or credit union. No cheque or other order for the payment of money shall be valid without the written approval of the President.~~

- The ~~Secretary~~-Treasurer shall be authorized to issue all payments on behalf of the Association.

Section 3.

No liability of any nature shall be valid against the Association unless authorized by the Association or Executive Committee.

Section 4.

Annual Membership in the Association is valid for one year from the date of purchase.

1. Individual Membership - 1 vote/member
2. Associate Membership - 1 vote for all associate members by representation
3. Honorary & Life Memberships - no fee and 1 vote for all honorary and life members by representation
4. Student Membership - attending courses in Recreation or Facility Management - no vote

Fees for the above membership categories will be set by the Executive Committee annually.

Section 5.

A certified accountant to be retained annually to approve and audit a proper financial statement. Such financial statement to be presented and distributed at each Annual Meeting.

Section 6. - Borrowing

In order to carry out the purpose of the Association, the Executive Committee and the Board of Directors may, on behalf of and in the name of the Association, raise or secure the payment of repayment of money ~~in~~in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debentures.

No debentures shall be issue without the sanction of a special resolution.

The members may, by special resolution, restrict the borrowing powers of the Executive Committee of Directors but a restriction so imposed expires at the next Annual General Meeting.