

# **CONSTITUTION and BYLAWS**

of the

## **Surrey Emergency Program Amateur Radio Society**

**Surrey, British Columbia**

Updated April 29, 2009

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**Form 3****SOCIETY ACT  
CONSTITUTION****SURREY EMERGENCY PROGRAM  
AMATEUR RADIO SOCIETY****CONSTITUTION**

1. The name of the Society is "Surrey Emergency Program Amateur Radio Society" and is hereinafter referred to as the Society.
2. The purposes of the Society are:
  - (a) to assist the City of Surrey, emergency service providers, community groups and neighborhood committees in the rapid deployment of amateur radio communications and a messaging network in case of a civil emergency;
  - (b) to assist and enhance the capabilities of the Emergency Operations and Communications Centre;
  - (c) to promote and foster amateur radio across the Lower Mainland and especially to improve the quality of emergency preparedness within the City of Surrey through the development and enhancement of amateur and other public service communications;
  - (d) to promote inter-agency cooperation on matters dealing with amateur radio;
  - (e) to enhance the relationship between the amateur radio community and emergency service providers;
  - (f) to improve amateur radio capabilities and effectiveness within the City of Surrey;
  - (g) to encourage area coordination of resources relative to amateur radio;
  - (h) to promote a sense of community safety, to increase community knowledge of amateur radio, and to develop a network of public

communications volunteers to assist in times of emergency through education, training and public-awareness initiatives relative to amateur communications;

- (i) to solicit and raise funds and to apply for grants to carry out the objectives of the Society and to accept donations for such purposes;
  - (j) to cooperate with community groups and all other associations or organizations in such things as are necessary and conducive to the attainment of the objectives of the Society;
  - (k) to conduct or facilitate research which furthers the purposes of the Society; and
  - (l) to affiliate with other associations of local, national or international jurisdiction, if, in the opinion of this Society, such affiliation would be of mutual benefit.
3. Upon the winding up or dissolution of the Society, assets of the Society remaining after the satisfaction of its debts and liabilities (other than all property (including documents) of the City of Surrey, including, without limiting the generality of the foregoing, all data, and/or information which has been recorded in any manner or which has been transcribed or transferred by any means from the City of Surrey's documents to any documents held by the Society ("City Data"), shall be given or transferred to such organization or organizations that are:
- (a) concerned with promoting the same purposes of this Society; and
  - (b) recognized by the Canada Revenue Agency as being either a charitable corporation, not for profit organization or a charitable trust, pursuant to the Income Tax Act of Canada from time to time in effect.

The members of the Society may identify such organization or organizations at the time of the Society's winding up or dissolution.

4. The City Data will at all times remain the property of and in the control of the City of Surrey. The Society will not release City Data in any form to any entity, person, corporation, society or agency, without the express prior written permission of the City of Surrey.
5. The above purposes of the Society shall be carried out without purpose of gain for its members, and any profits or other accretions to the Society shall be used for promoting its purposes, and all of the above purposes shall be carried on, on an exclusively charitable basis.

6. No director or officer shall be remunerated for being or acting as a director or officer, but a director or officer may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society.
7. Paragraphs 3, 4, 5, 6 and 7 of the Constitution are alterable in accordance with the Society Act.

## BYLAWS

### ***PART 1 - INTERPRETATION***

- 1.1 In these Bylaws and the Constitution of the Society, unless the context otherwise requires:
- (a) “*Affiliate Member*” means a person accepted by the Directors as an Affiliate Member as provided in Bylaw 2.2;
  - (b) “*Amateur Radio*” includes all forms of amateur electronic communication permitted by Industry Canada under the Radiocommunication Act. R.S.C., 1985, c. R-2 from time to time in force and all amendments to it, the Radiocommunication Regulations from time to time in force and all amendments to them, and the International Telecommunication Union Radio Regulations from time to time in force and all amendments to them;
  - (c) “*Amateur Radio Licence*” means a licence for amateur radio service issued by the Minister under the Radiocommunication Regulations from time to time in force and all amendments to them;
  - (d) “*Associate Member*” means a person accepted by the Directors as an Associate Member as provided in Bylaw 2.2;
  - (e) “*City Data*” means all property (including documents) of the City of Surrey, including, without limiting the generality of the foregoing, all data, and/or information which has been recorded in any manner or which has been transcribed or transferred by any means from the City of Surrey’s documents to any documents held by the Society;
  - (f) “*Corporate Member*” means the City of Surrey, the Surrey Emergency Program and such other persons accepted by the Directors as a Corporate Member as provided in Bylaw 2.2;
  - (g) “*Directors*” means the directors of the Society for the time being;
  - (h) “*EOCC*” means the Surrey Emergency Operations and Communications Centre;
  - (i) “*Full Member*” means a person accepted by the Directors as a Full Member as provided in Bylaw 2.2;
  - (j) “*Member*” means a Full Member, Corporate Member, Affiliate Member

or Associate Member of the Society;

- (k) “*Officers*” means the officers of the Society for the time being;
- (l) “*Surrey Emergency Program*” means the Division of Surrey Fire Services of the City of Surrey which provides emergency planning services on behalf of the City of Surrey;
- (m) “*Public Communications Volunteers*” means a person accepted by the Directors as a Public Communications Volunteer as provided in Bylaw 2.3;
- (n) “*Registered Address*” of a Member means the Member’s address as recorded in the register of Members;
- (o) “*Society Act*” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it; and
- (p) “*Term*” means the time between the annual general meeting and the immediate next annual general meeting.

1.2 Except where they conflict with the definitions contained in these Bylaws, the definitions in the Society Act on the date these Bylaws become effective apply to these Bylaws and the Constitution.

1.3 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**

2.1 The Members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become Members in accordance with these Bylaws and, in either case, have not ceased to be Members.

2.2 There are four (4) classes of Members: Full Member, Affiliate Member, Associate Member and Corporate Member. A person may apply to the Directors or to their designate for membership in the Society and on acceptance by the Directors, is a Member in the category determined by the Directors.

- (1) To be eligible to become a Full Member, the applicant must hold a

valid and current Amateur Radio License.

- (2) To be eligible to become an Affiliate Member, the applicant must be a radio amateur club or association incorporated pursuant to the Society Act and one that supports the Society's purposes.
  - (3) To be eligible to become an Associate Member, the applicant must be a person who does not hold a valid and current Amateur Radio License but who supports the Society's purposes.
  - (4) The City of Surrey and the Surrey Emergency Program are Corporate Members, without the need for their application to the Directors. For other persons to be eligible to be a Corporate Member, the applicant must be incorporated pursuant to the laws of British Columbia or of Canada. In addition, it must support the Society's purposes.
- 2.3 There shall be one class of volunteer: Public Communications Volunteer. A person may apply to the Directors or to their designate to become a Public Communications Volunteer and on acceptance by the Directors is a Public Communications Volunteer. To be eligible to become a Public Communications Volunteer, a person must participate in furthering the Society's purposes on an ongoing basis and must not be an employee of the City of Surrey, the Surrey Emergency Program or the EOCC nor the holder of a valid and current Amateur Radio License.
- 2.4 Every Member shall uphold the Constitution and comply with these Bylaws.
- 2.5 The Directors may determine the amount of the membership dues, if any.
- 2.6 A person ceases to be a Member of the Society:
- (a) other than as provided in Bylaw 2.6(f) below, by delivering a resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
  - (b) on the person's death or, in the case of a corporation, on dissolution; or
  - (c) on being expelled; or
  - (d) on having been a Member not in good standing for a period of thirty (30) consecutive days; or



- (e) in the case of Full Members, upon failure to maintain a valid Amateur Radio Licence; or
  - (f) in the case of membership of the City of Surrey and the Surrey Emergency Program as Corporate Members, either or both may deliver a resignation in writing to the Secretary of the Society or by mailing or delivering it to the Society's address, but such resignation(s) shall not be effective until ninety (90) days after the Society receives the resignation(s).
- 2.7 If the City of Surrey or the Surrey Emergency Program ceases to be a Member pursuant to these Bylaws, then the Society shall forthwith return all City Data to the City of Surrey.
- 2.8 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 reason or reasons for the proposed expulsion. 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.
- 2.9 All Members are in good standing except a Member who has failed to pay the current annual membership fee, if any, 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.

### ***PART 3 - MEETING OF MEMBERS***

- 3.1 General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the Directors decide.
- 3.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.3 The Directors may, whenever they think fit, convene an extraordinary general meeting.
- 3.4 Notice of a general meeting shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of that business.
- 3.5 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.

- 3.6 The first annual general meeting of the Society shall be held not more than fifteen (15) months after the date of incorporation and thereafter an annual general meeting shall be held at least once every calendar year and not more than fifteen (15) months after holding the last preceding annual general meeting.

#### ***PART 4 - PROCEEDINGS AT GENERAL MEETINGS***

4.1 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; and
  - (vii) other business that, under these Bylaws, ought to be conducted at an annual general meeting or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

4.2 No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.

4.3 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

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- 4.4 A quorum is five (5) Members present, or such greater number as the Members may determine at a general meeting.
- 4.5 If within thirty (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 shall 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 thirty (30) minutes from the time appointed for the meeting, the Members present constitute a quorum, provided that there are at least five (5) Members present.
- 4.6 Subject to Bylaw 4.7, the President, the Vice-President or, in the absence of both, one of the other Directors present must preside as chair of a general meeting.
- 4.7 If at a general meeting:
- (a) there is no President, Vice-President, or other Director present within fifteen (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 chair,
- the Members present shall choose one of their number to be chair.
- 4.8 A general meeting may be adjourned from time to time and from place to place, but no business shall be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. 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.
- 4.9 A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- 4.10 In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which the chair may be entitled as a Member and the proposed resolution does not pass.
- 4.11 A Member in good standing present at a meeting of Members is entitled

to one vote. Voting is by show of hands.

4.12 Voting by proxy is permitted as provided in Part 14.

4.13 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 shall be considered as a Member for all purposes with respect to a meeting of the Society.

### ***PART 5 - DIRECTORS AND OFFICERS***

5.1 The Directors may exercise all such 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 Bylaws, and
- (c) rules, not being inconsistent with these Bylaws, that are made from time to time by the Society in a general meeting.

5.2 No rule made by the Society in a general meeting invalidates a prior act of the Directors that would have been valid if that rule had not been made.

5.3 The President, Vice-President, Secretary, Treasurer and one or more other persons are the Directors of the Society.

5.4 The number of Directors must be five (5) or a greater number determined from time to time at a general meeting.

5.5 One (1) of the Directors shall be a representative of the Surrey Emergency Program selected by the Surrey Emergency Program.

5.6 One (1) of the Directors shall be a representative of the City of Surrey selected by the City of Surrey.

5.7 Terms and Elections

- (1) The Directors and Officers must retire from office at each annual general meeting when their successors are elected.
- (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) If a successor is not elected, the person previously elected or appointed continues to hold office.
- (5) Directors shall be elected at the annual general meeting for a one (1) year term.
- (6) Officers shall be elected at the annual general meeting for a one (1) year term.
- (7) No Director may hold the same position for more than five (5) consecutive terms unless there is no one else willing to hold the position in which case the limitation of five (5) consecutive terms would not apply.
- (8) No Officer may hold the same position for more than five (5) consecutive terms unless there is no one else willing to hold the position in which case the limitation of five (5) consecutive terms would not apply.

5.8 Associate Members, Affiliate Members and Public Communications Volunteers may not act or be appointed Directors.

#### 5.9 Vacancies

- (1) Subject to the provisions of Bylaw 5.8, the Directors may at any time appoint a Member as a Director to fill a vacancy in the Directors. A Director so appointed holds office only until the conclusion of the next annual general meeting, but is eligible for re-election at the meeting.
- (2) The Directors may at any time appoint a Director to fill a vacancy in the Officers. An Officer so appointed holds office only until the conclusion of the next annual general meeting, but is eligible for re-election at the meeting.
- (3) If a Director resigns from office or otherwise ceases to hold office, the remaining Directors shall appoint a Member to take the place of the former Director.

- (4) No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.
- 5.10 Other than a Director appointed by the City of Surrey or the Surrey Emergency Program, the Members may, by special resolution, remove a Director before the expiration of the Director's term of office and may elect a successor to complete the term of office.
- 5.11 Pursuant to paragraph 6 of the Constitution, no Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonably incurred by the Director or Officer while engaged in the affairs of the Society.
- 5.12 The Directors shall establish an Advisory Board, members of which, or their designates, may attend regular Directors meetings. The Advisory Board may include fund-raisers, the EOCC, City of Surrey staff, Emergency Services representatives, and such others that the Directors may wish to appoint. The Secretary shall hold a list of the Advisory Board members. The Directors shall consider but shall not be bound to comply with the recommendations or suggestions of the Advisory Board.

## ***PART 6 - PROCEEDINGS OF DIRECTORS***

- 6.1 The Directors may meet together at such places as they think fit for the conduct of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, and may hold meetings, in whole or in part, by telephone or telephone conference call.
- 6.2 The Directors may from time to time fix the quorum necessary for the transaction of business, and unless so fixed the quorum shall be a majority of the Directors then in office. Directors participating by telephone or telephone conference call shall be considered part of the quorum.
- 6.3 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 shall act as chair, but if neither is present the Directors present may choose one of their number to be the chair at that meeting.

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- 6.4 A Director may at any time, and the Secretary, on the request of a Director shall, convene a meeting of the Directors.
- 6.5 Committees
- (1) The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors as the Directors think fit.
  - (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Directors, and shall 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.
  - (3) Subject to directions of the Directors, the committee shall determine its own proceedings.
  - (4) The members of a committee may meet and adjourn as they think proper.
- 6.9 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.
- 6.10 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, fax, 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) no notice of meetings of Directors shall 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, shall, if a quorum of the Directors is present, be valid and effective.
- 6.11 Questions arising at any meeting of the Directors and committee of Directors shall be decided by a majority of votes.

- 6.12 In case of an equality of votes, the chair has a second or casting vote.
- 6.13 In the event of any act or proceeding of the Directors and/or Officers adversely affecting the membership or participation of the City of Surrey and/or the Surrey Emergency Program in the Society, or adversely affecting the confidentiality and/or distribution, and/or dissemination, by any means, of the data, information, or records, which are the property and in the control of the City of Surrey (including without limiting the generality of the foregoing, City Data), the Directors of the Society appointed by the City of Surrey and/or the Surrey Emergency Program shall have the power to veto or declare such act or proceeding of the Directors and/or Officers null and void and of no effect.
- 6.14 No resolution proposed at a meeting of Directors or committee of Directors need be seconded, and the chair of a meeting may move or propose a resolution.
- 6.15 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors, is as valid and effective as if regularly passed at a meeting of Directors.

## ***PART 7 - DUTIES OF OFFICERS***

- 7.1 The President presides at all meetings of the Society and of the Directors unless the Members or Directors otherwise decide.
- 7.2 The President is the Chief Executive Officer of the Society and must supervise the other Officers in the execution of their duties.
- 7.3 The Vice-President shall carry out the duties of the President during the President's absence.
- 7.4 The Secretary must do the following:
- (a) conduct the correspondence of the Society;
  - (b) issue notices of meetings of the Society and Directors;
  - (c) keep minutes of all meetings of the Society and Directors;
  - (d) have custody of all records and documents of the Society except those required to be kept by the Treasurer;



- (e) have custody of the common seal of the Society, if any; and
  - (f) maintain the register of Members.
- 7.5 The Secretary shall enter in the register the names of applicants for incorporation and the name of every other person admitted as a Member of the Society, together with the following particulars of each:
- (a) the full name and resident address;
  - (b) the date on which a person is admitted as a Member;
  - (c) the date on which a person ceases to be a Member; and
  - (d) the class of membership.
- 7.6 The Treasurer must:
- (a) keep such financial records, including books of accounts, as are necessary to comply with the Society Act; and
  - (b) render financial statements to the Directors, Members and others when required.
- 7.7 The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer.
- 7.8 Other Officers, if any, shall perform such duties as the Directors decide.
- 7.9 The Directors may add additional duties to any Director or Officer or transfer duties among Directors or Officers, subject to Bylaws 7.4 through 7.6.
- 7.10 In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.

## ***PART 8 - DUTIES OF DIRECTORS***

- 8.1 A Director shall:
- (a) act honestly and in good faith and in the best interests of the Society; and

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- (b) exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing the functions of a Director.
- 8.2 A Director who is directly or indirectly interested in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of interest to each of the other Directors and otherwise comply with the requirements of the Society Act.
- 8.3 The Directors shall prepare or cause to be prepared all reports, including financial reports, required by law to be prepared by the Society for the annual general meeting.
- 8.4 The Directors shall on behalf of the Society file or cause to be filed all financial and other reports that must be filed after the annual general meeting as required by the Society Act and Income Tax Act or any other law.
- 8.5 The Directors shall ensure the Society has at least one account with a chartered bank, credit union or trust company for the deposit of all funds.
- 8.6 The Directors, on behalf of the Society, shall keep or cause to be kept proper accounting records concerning all financial or other transactions and, without limiting the generality of the foregoing, shall keep records of:
- (a) all money received and disbursed by the Society and the matter in respect of which the receipt and disbursement took place;
  - (b) every asset and liability of the Society; and
  - (c) every other transaction affecting the financial position of the Society.

## ***PART 9 - SEAL***

- 9.1 The Directors may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
- 9.2 The common seal shall 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 10 - BORROWING***

- 10.1 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 such manner as they decide, and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
- 10.2 No debenture shall be issued without the authorization of a special resolution.
- 10.3 The Members may by special resolution restrict the borrowing powers of the Directors, but a restriction so imposed expires at the next annual general meeting.

***PART 11 - AUDITOR***

- 11.1 This part applies only where the Society is required or has resolved to have an auditor.
- 11.2 The first auditor shall be appointed by the Directors, who shall also fill all vacancies occurring in the office of auditor.
- 11.3 At each annual general meeting, the Society shall appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 11.4 An auditor may be removed by ordinary resolution.
- 11.5 An auditor shall be informed forthwith in writing of appointment or removal.
- 11.6 No Director and no employee of the Society shall be appointed auditor of the Society.
- 11.7 The auditor may attend general meetings.

***PART 12 - NOTICES TO MEMBERS***

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

- 12.2 A notice sent by mail shall be deemed to have been given on the fourth day following that on which the notice is posted, and in proving that notice has been given, it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
- 12.3 Notice of a general meeting shall be given to:
- (a) every Member shown on the register of Members on the day notice is given; and
  - (b) the auditor, if Part 11 applies.
- 12.4 No other person is entitled to receive a notice of a general meeting.

### ***PART 13 - BYLAWS***

- 13.1 After being admitted to membership, a Member is entitled to a copy of the Constitution and Bylaws at no charge.
- 13.2 These Bylaws shall not be altered or added to, except by special resolution.

### ***PART 14 - PROXY VOTING***

- 14.1 Unless the Directors otherwise determine, an instrument appointing a proxy holder and the power of attorney or other authority, if any, under which it is signed or a notarized certified copy thereof, shall be deposited at a place specified for that purpose in the notice convening the meeting, not less than forty-eight (48) hours before the time for holding the meeting at which the proxy-holder proposes to vote, or shall be deposited with the chair of the meeting prior to the commencement of the meeting.
- 14.2 A vote given in accordance with the terms of an instrument appointing a proxy holder is valid notwithstanding the previous death or incapacity of the Member executing the instrument appointing a proxy holder or revocation of the proxy or of the authority under which the proxy was executed, provided no intimation in writing of the death, incapacity, or revocation has been received at the registered office of the Society or by the chair of the meeting before the vote for which the proxy was utilized, was made.
- 14.3 Unless the Society Act, or any regulations made under it, requires any other form of proxy, an instrument appointing a proxy-holder, whether for

a specified meeting or otherwise, shall be in the form following, or in any other form that the Directors shall approve from time to time:

**SURREY EMERGENCY PROGRAM AMATEUR RADIO SOCIETY**

The undersigned hereby appoints \_\_\_\_\_ of \_\_\_\_\_ (or failing her/him \_\_\_\_\_), \_\_\_\_\_ of \_\_\_\_\_

as proxy for the undersigned to attend at and vote for and on behalf of the undersigned at the general meeting of the Society to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of Member)

14.4 A proxy is valid for only one meeting or any adjournment thereof.

Dated \_\_\_\_\_  
(Month, day, year)

Witness(es)

Applicants for Incorporation

_____	_____
(Signature)	(Signature)
_____	_____
(Full name)	(Full name)
_____	_____
(Resident Address)	(Resident Address)
_____	_____

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_

\_\_\_\_\_

**Witness(es)**

**Applicants for Incorporation**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_  
(Resident Address)

\_\_\_\_\_

\_\_\_\_\_

---

_____ (Signature)	_____ (Signature)
_____ (Full name)	_____ (Full name)
_____ (Resident Address)	_____ (Resident Address)
_____	_____
_____	_____
_____ (Signature)	_____ (Signature)
_____ (Full name)	_____ (Full name)
_____ (Resident Address)	_____ (Resident Address)
_____	_____

Ref: Separ Constitution Final  
Last Amended 09-05-22

**FORM 4**  
**SOCIETY ACT**

List of First Directors of the Surrey Emergency Program Amateur Radio Society.

	Full Names	Resident Addresses
1.		
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

Dated \_\_\_\_\_ *[month, day, year]*  
Surrey Emergency Program  
Amateur Radio Society *(Name of Society)*

By \_\_\_\_\_ *(Signature)*  
\_\_\_\_\_ *(Relationship to Society)*  
\_\_\_\_\_