

**THE NATIONAL TRUST
FOR LAND AND CULTURE
(B.C.) SOCIETY**

CONSTITUTION & BYLAWS

REVISED OCTOBER 22, 2012

THE NATIONAL TRUST FOR LAND AND CULTURE (B.C.) SOCIETY

CONSTITUTION

1. The name of the society is The National Trust for Land and Culture (B.C.) Society.
2. The purposes of the Society are:
 - (a) to contribute to and enhance the education, health and welfare of the general public and to benefit the community as a whole by engaging people in the protection, preservation, restoration, beneficial use and management of lands and waters pertinent to sites of ecological, historical, cultural, agricultural, scientific, scenic and/or compatible outdoor recreational value;
 - (b) to promote and engage in such charitable activities or endeavors, including the acquisition, management and disposal of land and interests in land, as may, in the opinion of the Society, contribute to the above objectives;
 - (c) to encourage co-operation in, support for, research into, and education regarding all matters pertaining to the fulfillment of the above objectives;
 - (d) to do all such other things as are incidental or ancillary to the attainment of the purposes and the exercise of the powers of the Society.
 - (e) to affiliate with and be a member of a not-for-profit corporation, to be incorporated under the *Canada Not-for-profit Corporations Act*, created specifically with similar purposes as the Society, and any successor organization.
3. The activities of the Society shall be carried on without purpose of personal gain for its members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society. This paragraph is unalterable.
4. Upon the winding-up or dissolution of the Society:
 - (a) all properties secured under the Ecological Gifts Program of the Government of Canada will be transferred to one or more eligible recipients as defined by the Ecological Gifts Program, with the right of first refusal being granted to a not-for-profit corporation to be incorporated under the *Canada Not-for-profit Corporations Act* with similar purposes as the Society (the “National Trust for Canada”) and any successor organization, and subject to permission from the Government of Canada;

- (b) all properties that have been declared inalienable pursuant to the bylaws of the Society will be transferred to one or more qualified donees as defined by the *Income Tax Act* (Canada), with the right of first refusal being granted to the National Trust for Canada so long as it is a qualified donee;
- (c) the assets remaining after any transfers made pursuant to clause 5(a) or 5(b) above, and after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries, or wages, and after the payment of any debts of the Society, shall be distributed to one or more charitable institutions with purposes similar to those of the society, or, if this cannot be done, to one or more qualified donees as defined under the provisions of the *Income Tax Act* (Canada) from time to time in force.

This paragraph is unalterable.

**BYLAWS OF
THE NATIONAL TRUST FOR LAND AND CULTURE (B.C.) SOCIETY**

TABLE OF CONTENTS

PART	1	INTERPRETATION.....	1
PART	2	MEMBERSHIP.....	1
PART	3	TRUSTEES.....	2
PART	4	POWERS OF TRUSTEES.....	4
PART	5	PROCEEDING OF TRUSTEES.....	4
PART	6	OFFICERS.....	7
PART	7	GENERAL MEETINGS.....	8
PART	8	REGISTER OF MEMBERS.....	11
PART	9	REGISTER OF TRUSTEES.....	11
PART	10	COMMON SEAL.....	12
PART	11	BANKING AND FINANCES.....	12
PART	12	AUDITOR.....	13
PART	13	INSPECTION OF BOOKS AND RECORDS.....	14
PART	14	NOTICE.....	14
PART	15	LIABILITY OF MEMBERS.....	14
PART	16	LIMITATION OF LIABILITY AND INDEMNITY....	15
PART	17	AMENDMENTS TO BYLAWS.....	15
PART	18	CHARITABLE STATUS, VOLUNTARY DONATIONS AND BEQUESTS	15
PART	19	STANDARDS AND PRACTICES.....	16
PART	20	PROTECTION OF PROPERTY	17

**BYLAWS OF
THE NATIONAL TRUST FOR LAND AND CULTURE (B.C.) SOCIETY**

**PART 1
INTERPRETATION**

- 1.01 In these Bylaws, unless the context requires otherwise:
- (a) “Annual General Meeting” means the general meeting of the Members of the Society held once in every calendar year, not more than 15 months or less than 10 months after the adjournment of the previous Annual General Meeting;
 - (b) “Bylaws” means the Bylaws of the Society as filed with the Registrar;
 - (c) “Constitution” means the constitution of the Society as filed with the Registrar;
 - (d) "Member" means a person who is admitted to membership in the Society pursuant to these Bylaws;
 - (e) “National Trust for Canada” means a not-for-profit corporation, incorporated under the *Canada Not-for-profit Corporations Act*, which is created specifically with similar purposes as the Society, and any successor organization.
 - (f) “Officers” means the Chair, Vice-Chair, Secretary, and Treasurer;
 - (g) “Registrar” means the Registrar of Companies of the Province of British Columbia;
 - (h) "Society Act" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - (i) "Society" means The National Trust for Land and Culture (B.C.) Society
 - (j) "Special Resolution" means a resolution passed by a majority of not less than three-quarters (75%) of the Members entitled to vote and present in person at the general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
 - (k) "Trustees" or "Board of Trustees" or "Board" means the properly elected or appointed Board of Trustees as provided for in these Bylaws;
- 1.02 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.
- 1.03 In construing these Bylaws, reference shall be made to the Society Act, and the words and expressions used herein shall have the same meaning as used in that *Act*, except for the term “trustee” used herein which shall have the same meaning as the term “director” in the *Act*.

PART 2

MEMBERSHIP

- 2.01 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. The Society shall at all times have five or more Members.
- 2.02 A person may apply to the Society for membership in the Society and on acceptance by the Society shall be a Member, and accorded Membership rights. Application may be made for one of four categories:
- (a) an Individual Membership, which confers membership on one named individual and accords that individual voting rights pursuant to these bylaws, if the individual is aged 16 years or older, and other privileges of membership that may, from time to time be determined by the Society; or
 - (b) a Family Membership, which confers membership on two family members aged 16 years or older residing at the same address and accords voting rights for the two named individuals as well as providing to all other members of the family residing at that address other privileges of membership that may, from time to time be determined by the Society; or
 - (c) a Youth Membership which confers membership on one named individual, under the age of 16 years, and accords that individual certain privileges of membership that may, from time to time, be determined by the Society, but which does not confer voting rights; or
 - (d) an Organizational Membership which confers membership on a corporation, society or other legal entity and accords that entity voting rights pursuant to these bylaws for one designate of that entity, as well as other privileges of membership that may, from time to time, be determined by the Society for up to three designates of that entity.
- 2.03 Every Member shall uphold the Constitution and comply with these Bylaws.
- 2.04 A person shall cease to be a Member of the Society:
- (a) by delivering the Member's resignation in writing to the Secretary of the Society or delivering it to the address of the Society;
 - (b) on the Member's death or, in the case of a corporation, society or other legal entity, on dissolution;
 - (c) on having been a member not in good standing for one (1) year; or
 - (d) on being expelled.
- 2.05 A Member may be expelled by a Special Resolution. 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.

- 2.06 Fees payable by Members shall from time to time be fixed by the Board of Trustees.
- 2.07 All Members are in good standing except a Member who has not paid membership fees within the previous 12 months or has not paid any other subscription or debt owed to the Society, and the Member is not in good standing so long as the membership fees, subscription or debt remain unpaid.

PART 3

TRUSTEES

- 3.01 The number of Trustees shall be as fixed by ordinary resolution of the Members from time to time but in any event shall not be less than 5 or more than 7. All Trustees must be Members in good standing of the Society.
- 3.02 The Chief Executive Officer of the Society shall be an ex-officio member of the Board of Trustees in addition to the number of Trustees fixed by ordinary resolution of the Members.
- 3.03 Upon the Society becoming a member of the National Trust for Canada, pursuant to Bylaw 19.07, the National Trust for Canada shall have the right to appoint a representative, acceptable to the Board of Trustees, as an ex-officio member of the Board of Trustees in addition to the number of Trustees fixed by ordinary resolution of the Members. Such appointment shall be for a 3-year term, renewable at the discretion of the National Trust for Canada.
- 3.04 All Trustees shall be elected for a 3-year term, and shall retire from office at the conclusion of the third Annual General Meeting following their election, and their successors shall be elected by the Members in accordance with these Bylaws. A retiring Trustee shall be eligible for re-election provided that no Trustee may serve more than 3 consecutive terms. If an insufficient number of successors is elected, the person previously elected or appointed may continue to hold office if so approved by a majority of the other Trustees. A Trustee who has completed three terms in office shall again be eligible to be elected following a period of three years.
- 3.05 The Trustees may at any time and from time to time appoint a Member as a Trustee to fill a vacancy on the Board of Trustees.
- 3.06 The office of Trustee shall be vacated if the Trustee:

- (a) resigns the Trustee's office by notice in writing to the Society;
 - (b) is found to be of unsound mind by a court of competent jurisdiction;
 - (c) dies or becomes otherwise incapable of acting as a Trustee;
 - (d) ceases to be a Member; or
 - (e) fails to attend a majority of the Board meetings during a calendar year unless sufficient absences have been approved by the Board pursuant to Bylaw 5.18.
- 3.07 If a Trustee ceases to hold office, the remaining Trustees may appoint a Member to take the place of the former Trustee. A Trustee so appointed holds office only until the conclusion of the next following Annual General Meeting of the Society, but is eligible for election for a full first term that commences immediately after that meeting.
- 3.08 The members may, by special resolution, remove a Trustee before the expiration of the Trustee's term of office, and may elect a successor to complete the term in office.
- 3.09 No rule, motion, or resolution made or passed by the Society in a general meeting shall invalidate a prior act of the Trustees that would have been valid if that rule, motion, or resolution had not been made or passed.
- 3.10 The Board shall appoint a Nominating Committee not later than 180 days prior to the Annual General Meeting.
- 3.11 The Nominating Committee shall select a slate of nominees for the office of Trustee and shall deliver to the head office not later than 120 days prior to the Annual General Meeting a report of its selection together with a brief profile of each nominee and confirmation of the consent of each nominee to stand for election as Trustee. All nominees must be age 19 or older as of the date they would take office, and must be Members in good standing of the Society for at least one year prior to the Annual General Meeting.
- 3.12 Not later than 90 days prior to the Annual General Meeting, a notice of the slate of nominees selected by the Nominating Committee and their profiles shall be sent from the head office to each Member of the Society, and such notice shall include an invitation to Members of the Society to submit further nominations for Trustees, to be delivered to the head office not later than 30 days from the date of such mailing. All further nominations must be Members in good standing of the Society for at least one year prior to the Annual General Meeting, must be age 19 or older as of the date they would take office, and shall be signed by at least 5 Members in good standing. The written consent of the nominee shall accompany the nomination together with an address and brief profile.
- 3.13 If nominations are received for no more than the number of vacancies in the Board, such nominees shall be acclaimed.

- 3.14 (a) If there are more nominations for the Board than the number of vacancies, not later than 45 days prior to the Annual General Meeting, each Member eligible to vote will receive by mail facsimile, electronic mail, or similar transmission:
- (i) a ballot,
 - (ii) a list of nominees,
 - (iii) a profile of each nominee, and
 - (iv) a notice providing clear and precise instructions for completing the ballot and returning the ballot, whether by mail, facsimile, electronic mail or similar transmission, or via the Society's website and which will specify the day by which the completed ballot must be received by the Society in order for the ballot to be considered returned and to be properly cast.
- (b) To be eligible to vote, a Member must have been a Member in good standing for 6 weeks prior to the ballot being sent from the head office.
- (c) To cast a ballot, a Member shall mark the ballot and cause it to be delivered to the Society in the manner set out by the notice in subparagraph (a)(iv)
- (d) the ballots shall be counted and the results forthwith communicated to the nominees and to the Board.
- (e) Nominees shall be deemed to be elected in order of those nominees receiving the most votes.
- (f) In the event of a tie for the final position, the election for that position will be decided by the tied nominees drawing lots.
- 3.15 The Trustees thus elected or acclaimed pursuant to these provisions will take office at the end of the Annual General Meeting.
- 3.16 Prior to taking office each Trustee shall be provided with an orientation to the Society's operations, practices, rules, regulations and policies, and to the roles, requirements, liabilities and conduct of Trustees.

PART 4

POWERS OF TRUSTEES

- 4.01 The Trustees may exercise all such powers and do all such acts and things as the Society may exercise and do, and which 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.
- 4.02 The Trustees may appoint such committees and sub-committees from the Membership from time to time as they deem necessary or desirable. Any Member

in good standing for a minimum of 6 months who is willing and, in the opinion of the Trustees, suitable to act on such committee or sub-committee may be appointed by the Trustees to such committee or sub-committee whether or not the Member is a Trustee of the Society. Every such committee or sub-committee shall be subject to the control of the Trustees and shall conform to any regulations or policies that may from time to time be imposed by the Trustees. The Trustees may at any time dissolve the committee or sub-committee or terminate any appointment thereto. The Chair and Chief Executive Officer of the Society shall be ex-officio members of all committees.

- 4.03 The Trustees shall appoint a Chief Executive Officer to manage and administer the Society on behalf of the Trustees, in accordance with the rules, regulations and policies created pursuant to Bylaw 5.11, and who shall be an ex-officio member of the Board and its committees and who shall attend or appoint a designate to attend all meetings of the Board and its committees, with the exception of those deliberations dealing with contractual or other personnel matters related specifically to the Chief Executive Officer.
- 4.04 For the purpose of these bylaws, an ex-officio member of the Board or a committee shall have the right to speak and vote on all matters before the Board or committee, but shall not have the right to propose motions. An ex-officio member of a Board or committee shall not be included in determining quorum, nor may an ex-officio member of the Board be appointed as an Officer of the Board.

PART 5

PROCEEDINGS OF TRUSTEES

- 5.01 The Trustees may meet together at the place they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they think fit. A meeting of the Board of Trustees may be convened at any time by the Chair or, in the absence of the Chair, by the Vice-Chair, provided that the Chair or Vice-Chair shall convene a meeting of the Board when requested to do so by any other Trustee. The Board must meet at least 3 times per year.
- 5.02 Notice of any meeting of the Board of Trustees shall be communicated to each Trustee not less than seven (7) days (exclusive of the day on which the notice is given) before the meeting is to take place, provided that meetings of the Trustees may be held at any time without formal notice if all the Trustees are present or if those present and absent have waived notice or signified their consent in writing to the meeting being held in their absence.
- 5.03 No error or omission in giving notice for a meeting of Trustees shall invalidate such meeting or invalidate or make void any proceedings taken or had at such

- meeting. Any Trustee may at any time waive notice of such meeting and may ratify and approve of any or all such proceedings.
- 5.04 Fifty percent of the Trustees shall form a quorum for the transaction of business by the Board.
- 5.05 Meetings of the Board of Trustees shall be open to Members and, pursuant to Bylaw 5.02, the date, time and location of all meetings shall be posted on the Society's web site and shall be available from the Society's head office upon request, at least seven days in advance of the scheduled meeting.
- 5.06 The Trustees may restrict attendance at Meetings of Trustees when dealing with legal, property or personnel matters, and such meetings or portions of meetings may be held *in camera*, at which only Trustees, ex-officio members of the Board, other staff members at the request of the Chief Executive Officer and other persons determined by resolution of the Board may attend.
- 5.07 The Chair shall chair all meetings of the Trustees, but if at any meeting the Chair is not present within 30 minutes after the time appointed for holding the meeting, the Vice-Chair shall act as chair, and if neither is present, the Trustees present may choose which Trustee will chair the meeting
- 5.08 No resolution proposed at a meeting of Trustees need be seconded, and the Chair of any Board meeting may move or propose a resolution.
- 5.09 Questions arising at any meeting of the Trustees shall, unless these Bylaws provide otherwise, be decided by a majority of votes, and in the case of an equal number of votes, the Chair of the meeting shall not have a second or casting vote and, in such a case, the question shall be defeated.
- 5.10 A resolution in writing, signed by all the Trustees, is as valid and effective as if regularly passed at a meeting of Trustees duly convened and held. Such resolution may be in one or more counterparts, each signed by one or more Trustees, which together shall be deemed to constitute one instrument. Electronic messages (emails) sent under the name of a Trustee, and using the email account registered by the Trustee with the Society, will, for the purposes of this Bylaw, be deemed to be signed by that Trustee.
- 5.11 A Trustee who may be absent temporarily from the Trustee's normal residence may send or deliver a general waiver of notice, by letter, telegram, telex, cable, facsimile, electronic mail, or similar transmission, of any meeting of the Trustees to the registered address of the Society. Until such waiver is withdrawn:
- (a) no notice of meetings of Trustees shall be sent to that Trustee; and
 - (b) any and all meetings of the Trustees of the Society, notice of which has not been given to that Trustee, shall, if a quorum of the Trustees is present, be valid and effective.

- 5.12 All acts done by any meeting of the Trustees or of a committee of Trustees or by any persons acting as Trustees shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Trustee or person acting as aforesaid, or they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Trustee.
- 5.13 The Trustees shall make a set of rules, regulations and policies for the conduct of their affairs and the affairs of the Society as they deem appropriate, provided that such rules, regulations, and policies are consistent with these Bylaws or the Society Act. Once established, pursuant to these Bylaws, such rules, regulations and policies shall be followed and enforced as if they have the deemed authority of these Bylaws.
- 5.14 A Trustee who, directly or indirectly, has a personal interest in an existing, proposed or potential contract or transaction with the Society or has a conflict or potential conflict of interest with any action or potential action of the Society shall disclose fully and promptly the nature and extent of the Trustee's interest to each other Trustee, in full accordance with the Society Act, and shall absent himself or herself from all discussion and deliberation regarding the contract or transaction in question. In the case of an ex-officio member of the Board or a committee of the Board, any matters which would normally be within the responsibility of that person's position, from which the person is appointed ex-officio, and are not considered a conflict of interest in that position, shall not be considered to be a conflict of interest.
- 5.15 A Trustee is prohibited from receiving remuneration for services rendered as a Trustee of the Society. Trustees may be reimbursed for expenses incurred when engaging in duties and activities on behalf of the Society. Ex-officio members of the Board shall not receive additional remuneration for the time spent on Board or committee activities.
- 5.16 The Secretary shall cause the minutes of every meeting of Trustees to be taken. Such minutes shall record all motions, decisions, actions and deliberations undertaken during the meeting, both in open session and *in camera*, and shall be signed by the Chair of the meeting and by the Secretary after approval at the next succeeding meeting. Approved minutes circulated by the Secretary or the Chair to all Trustees using the email accounts registered by the Trustees with the Society will, for the purposes of this Bylaw, be deemed to be signed by the Secretary or Chair accordingly.
- 5.17 A Trustee may attend any meeting by telephone.
- 5.18 A Trustee must attend a majority of Board meetings in each calendar year after appointment or election. Failure to attend a majority of Board meetings, except when the absence has been approved by the Board, will result in automatic removal from office pursuant to Bylaw 3.06(e).

PART 6
OFFICERS

- 6.01 (a) The Board shall, with all reasonable dispatch after each Annual General Meeting, choose from amongst themselves a Chair, a Vice-Chair, a Secretary, and a Treasurer.
- (b) All Officers shall hold office for a one-year term, provided each continues to be a Member of the Board during such term.
- (c) Officers shall be subject to removal by the Board at any time.
- (d) To be eligible for the office of Vice-Chair, Secretary, or Treasurer, a Trustee must have served on the Board for a minimum of 1 year.
- (e) To be eligible for the office of Chair, a Trustee must have served as an Officer of the Board for a minimum of 1 year within the preceding 4 years.
- (f) If there is no eligible Trustee for a position or if all eligible Trustees decline that position, the Board may waive the eligibility requirements.
- 6.02 The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer.
- 6.03 The Chair is the senior Officer of the Society and shall supervise the other Officers in the execution of their duties.
- 6.04 In the absence of the Chair or in the event of the Chair's death or inability or refusal to act, the Vice-Chair shall carry out the duties of the Chair. The Vice-Chair shall also perform such duties as, from time to time, may be prescribed by the Chair or by the Board of Trustees.
- 6.05 The Secretary shall be responsible for the following;
- (a) the correspondence of the Board;
- (b) ensuring the issuance of notices of meetings of the Society and of the Board;
- (c) ensuring that minutes of every meeting of Trustees are taken, are verified as accurate and are retained by the Society;
- (d) ensuring the custody of the common seal of the Society;
- (e) ensuring the register of Members is maintained as provided for by these Bylaws; and
- (f) ensuring the filing of the annual statement of the Society with the Registrar of Companies of British Columbia within the period described by the Society Act, together with such other information as may be required by the Society Act
- 6.06 The Treasurer shall, with the cooperation and assistance of the Secretary, be responsible for ensuring the preparation of any financial statement of the Society required to be provided to Members at or prior to the Annual General Meeting. The financial

statements shall include a balance sheet as of the end of each fiscal period, a statement of income and expenditures, a statement of surplus and a statement of source and application of funds, all for each fiscal period. Such statements shall, if so required by the Society Act, be audited and signed by the auditors.

PART 7

GENERAL MEETINGS

- 7.01 The Annual General Meeting of the Society shall be held at least once every calendar year and not more than 15 months and not less than 10 months after the adjournment of the previous Annual General Meeting.
- 7.02 Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.
- 7.03 The Trustees may, when they think fit, convene an extraordinary general meeting.
- 7.04 Notice in writing of a general meeting specifying the place, the day, and the hour of the meeting, and in the case of special business, the general nature of that business, shall be sent by mail, facsimile, electronic mail, or similar transmission to each Member entitled to receive notice of a general meeting at the address of such Member appearing on the register of Members of the Society, not less than fourteen (14) days prior to the meeting. Non-receipt by any Member of any notice through error or omission shall not invalidate the proceedings of any general meeting.
- 7.05 Special business shall include all business at an extraordinary general meeting except the adoption of rules of order and all business that is transacted at an Annual General Meeting except:
- (a) the adoption of rules of order;
 - (b) the consideration the financial statements of the Society;
 - (c) the report of the Trustees;
 - (d) the reports of the Officers, if any;
 - (e) the appointment of the auditor, if required; and
 - (f) such other business as, under these Bylaws, may be transacted at an Annual General Meeting or any business that is brought under consideration by the report of the Trustees.
- 7.06 The quorum for the transaction of business at a general meeting is 5 Members present in person or such greater number that the Members may determine at a general meeting. 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, shall be terminated; but in any other case, the meeting shall stand

- adjourned for one week to the same day, hour, and place. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present shall constitute a quorum.
- 7.07 No business, other than the election of a Chair and the adjournment or termination of the meeting, shall be transacted at a general meeting of the Members at a time when a quorum of Members is not present. 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.
- 7.08 The Chair shall preside over all general meetings of the Members as chair, and in the absence of the Chair, the Vice-Chair shall act as chair. In the absence of the Chair and Vice-Chair, the Members present shall by simple majority elect a chair for the general meeting.
- 7.09 At any general meeting of the Members, any Member who is present in person or by proxy shall be entitled to one vote. No Member shall be entitled to more than one vote.
- 7.10 The order of business at all Annual General Meetings of the Society shall be as follows:
- (a) meeting called to order;
 - (b) minutes of the last meeting;
 - (c) business arising out of the minutes;
 - (d) Chair's report;
 - (e) consideration of financial statements;
 - (f) Trustees' reports;
 - (g) reports of other Officers and committees;
 - (h) matters relating to the election and or appointment of Trustees;
 - (i) appointment of auditor if necessary;
 - (j) correspondence;
 - (k) general business and work of the Society; and
 - (l) new business, provided that by unanimous consent of the Members present the said order of business may be suspended or altered.
- 7.11 (a) All business of the Society shall be presented at any general meeting in the form of a motion or resolution. Each resolution proposed at a meeting must be seconded, and the Chair of a meeting may move or propose a resolution. Following discussion of the subject matter of the motion or resolution, a vote shall be taken.
- (b) Any resolution put to the vote of the meeting shall be decided on a show of hands of those entitled to vote unless a ballot is (before or on the declaration of the result of the show of hands) directed by the Chair or demanded by at least one Member or proxy holder entitled to vote who is present.

- (c) Unless a ballot is so demanded and approved, a declaration by the Chair of the meeting that a resolution has, on a show of hands, been carried unanimously or by a particular majority, or lost, and an entry to that effect in the minutes of the proceedings of the Society shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favor of or against the resolution.
- 7.12 The Secretary shall cause the minutes of every meeting of Members to be taken, and such minutes shall be signed by the Chair of the meeting and by the Secretary after approval at the next succeeding meeting.
- 7.13 A corporation, society or other legal entity, not being a subsidiary of the Society, that is a Member may vote by its proxy holder or by its duly authorized representative who is entitled to speak and vote and in all other respects exercise the rights of a Member.
- 7.14 A proxy or an instrument appointing a duly authorized representative of a corporation, society or other legal entity shall be in writing under the hand of the person making the appointment or of the person's attorney or, if the person making the appointment is a corporation, society or other legal entity under the hand of the duly authorized officer or attorney of that entity.
- 7.15 Any person may act as proxy holder, whether or not the person is entitled on the person's own behalf to be present and to vote at the meeting at which the person acts as proxy holder. The proxy may authorize the person appointed to act as proxy holder for the person making the appointment at the meeting specified in the proxy.
- 7.16 A proxy and the power of attorney or other authority, if any, under which it is signed, or a notarized copy thereof, shall be deposited at the address of the Society, or at such other place as is specified for that purpose in the notice calling the meeting, not less than 48 hours before the time for holding the meeting at which the person named in the proxy proposes to vote, or shall be deposited with the Chair prior to commencement of the meeting.
- 7.17 A proxy may be revoked by instrument in writing executed by the Member or by the Member's attorney authorized in writing and deposited with the Secretary at any time up to and including five o'clock in the afternoon of the last business day preceding the day of the meeting, or any adjournment thereof, at which the proxy is to be used. Upon such deposit, the proxy is revoked. A vote given by a proxy shall be effective notwithstanding the revocation, by death or otherwise, of the authority, providing the Society had not received notice of the revocation within the time and in the manner herein specified.

- 7.18 Unless the Society Act or any other statute of law that is applicable to the Society requires any other form of proxy, a proxy, whether for a specified meeting or otherwise, shall be in the form following, but may be in another form that the Trustees or the chair of the meeting shall approve:

PROXY

The undersigned, being a member of The National Trust for Land and Culture (B.C.) Society, hereby appoints

_____ or failing him or her,
_____, as proxy holder for the undersigned to attend, act, and vote for and on behalf of the undersigned at the (annual or extraordinary, as the case may be) general meeting of The National Trust for Land and Culture (B.C.) Society to be held on the _____ day of _____ and at any adjournment thereof.

Signed this _____ day of _____ 20__.

(Signature of Member).

- 7.20 Notwithstanding the Bylaws of the Society relating to resolutions by the Members, a resolution in writing signed by all the Members shall be as valid and effectual as if it had been passed at a general meeting duly called and constituted, and such resolution shall be reported to and entered in the minutes of the next or some subsequent meeting of the Members.

PART 8

REGISTER OF MEMBERS

- 8.01 The Secretary is responsible for ensuring the Society keeps a register in which the names of the Members of the Society are registered and shall cause to be entered therein the names of the subscribers to the Constitution and Bylaws of the Society and the name of every other person or entity who is admitted as a Member of the Society, together with the following particulars:
- (a) the full name and resident address of each Member or, in the case of a corporation, society or other legal entity, the business address that entity;
 - (b) the email address of each Member, if known
 - (c) the telephone number of each Member, if known
 - (d) the date upon which such person or entity became a Member;
 - (e) the date upon which any Member ceases to be a Member;
 - (f) the Membership number of each Member, as designated by the Society;
 - (g) the class of membership, if provision is made for classes;
 - (h) such other information as may be required by the Society Act or the Trustees.

PART 9

REGISTER OF TRUSTEES

- 9.01 The Secretary is responsible for ensuring the Society keeps a register in which the names of the Trustees of the Society are registered, together with the following particulars:
- (a) the full name and resident address of each Trustee;
 - (b) the date upon which such person became a Trustee;
 - (c) the date upon which such Trustee ceases to be a Trustee; and
 - (d) such other information as may be required by the Society Act or by resolution of the Trustees.

PART 10

COMMON SEAL

- 10.01 The Trustees may provide a common seal for the Society and the safe custody thereof. The seal shall not be affixed to any instrument except in the presence of such Officer, or Officers, or Trustee, or Trustees as may be designated from time to time by resolution of the Trustees.

PART 11

BANKING AND FINANCES

- 11.01 The Trustees shall be responsible for ensuring the administration of the funds and property of the Society and shall designate the place in which the bank account of the Society may be kept.
- 11.02 The Trustees shall be responsible for ensuring that the income, or any portion of the income, arising from the funds, operations and property of the Society shall be distributed in a manner conducive to carrying out the charitable purposes and objects of the Society, in accordance with any rules, regulations and policies established pursuant to Bylaw 5.13 and in accordance with Bylaw 11.03. The determination of the Trustees with respect to expenditures or distributions made or authorized under this Bylaw shall be final.
- 11.03 Such portion of the income or capital of the Society shall be distributed in each year in order to ensure that the Society shall at all times qualify as a registered

- charity under the provisions of the *Income Tax Act* (Canada) as amended from time to time.
- 11.04 All donations of money made to the Society shall be paid into its general account and a receipt shall be given. If a donor requests that a particular donation be kept separate and apart from the general account of the Society and subject to particular terms and conditions, such directions shall be followed, provided that they are not inconsistent with the Constitution and Bylaws of the Society and provided that the purpose of such donation falls within the objects set out in the Constitution.
- 11.05 Payment of all moneys of the Society shall be made upon the authority of a resolution of Trustees, which resolution may be general or continuing authorization.
- 11.06 In order to carry out the purposes of the Society, the Trustees may borrow money on its behalf and in its name raise or secure the payment or repayment of moneys in such manner as they decide.
- 11.07 The Trustees shall have the power to invest the funds of the Society in notes, instruments, debentures, mortgages, bonds, and term deposits, as they deem advisable, provided that investments may not be made by the Society if they would be contrary to the purposes of the Society or would contravene the provisions of the *Income Tax Act* (Canada).
- 11.08 In the absence of any direction by the donor of monies, it shall be deemed that all contributions are to be used for charitable purposes in accordance with these Bylaws and the Constitution of the Society.
- 11.09 The Trustees shall have the power to purchase, trade, manage, sell, lease, and mortgage land and interests in land, provided that such transactions are consistent with the Constitution of the Society and these Bylaws.
- 11.10 In the absence of any direction by the donor of assets other than monies, the Trustees shall have the power to sell, exchange, manage, lease, rent, or retain any assets, provided that such actions are consistent with the Constitution of the Society and these Bylaws.
- 11.11 In investing its funds, the Society shall not be limited to securities and investments in which trustees are authorized by law to invest but may make any investments that in its opinion are prudent. Subject to the provisions of the Society Act, a Trustee shall not be liable for any loss that may result from any such investment.

PART 12

AUDITOR

- 12.01 At each Annual General Meeting, the Members of the Society shall appoint an auditor to hold office until the close of the next Annual General Meeting, and if at that next Annual General Meeting an appointment is not made, the auditor in office shall continue as auditor until a successor is appointed.
- 12.02 An auditor may be removed by ordinary resolution of the Members.
- 12.03 An auditor shall be promptly informed in writing of any appointment or removal.
- 12.04 No Trustee and no employee of the Society shall be an Auditor.

PART 13

INSPECTION OF BOOKS AND RECORDS

- 13.01 The books of account, records, and minutes of meetings of the Board of Trustees and of the Members shall be open for the inspection of any Member at any time during normal business hours at the office of the Society, except for records and minutes of *in camera* matters dealing with confidential legal, financial, property and personnel issues. Should the inspection of records include the Register of Members, the Trustees may require assurance that the purpose of inspection is only to address matters relating to the business of the Society, and may prescribe further conditions as to how the registry may be accessed and used in accordance with the Society's Privacy Policy.

PART 14

NOTICE

- 14.01 (a) Unless otherwise provided in these Bylaws, a notice, statement or report may be given or delivered to a Member either by delivery to the member personally or by mail to the Member at the Member's address appearing in the Register of Members or by facsimile, electronic mail, or similar transmission.
- (b) A notice sent by mail shall be deemed to have been given on the second day, Saturdays, Sundays, and holidays excepted, following that on which

the notice is posted, and in proving that notice has been given, it shall be sufficient to provide that the notice was properly addressed and sent by prepaid mail from Victoria, British Columbia.

- (c) A notice sent by facsimile, electronic mail, or similar transmission has been sent and received as set out in the *Electronic Transactions Act* (British Columbia).

PART 15

LIABILITY OF MEMBERS

- 15.01 No Member of the Society shall in the Member's individual capacity be liable for any debts or liabilities of the Society.

PART 16

LIMITATION OF LIABILITY AND INDEMNITY

- 16.01 Subject to the Society Act, no Trustee or Officer for the time being of the Society shall be liable for the acts, receipts, neglects, or defaults of any other Trustee or Officer or employee or for joining in any receipt or act or for any loss, conversion, misapplication, or misappropriation of or damage resulting from any dealings with any moneys or other assets belonging to the Society or for any other loss, damage, or misfortune occurring in the execution of the duties of the Trustee or Officer's respective office unless the same shall happen by or through breach of duty or breach of trust of which the Trustee or Officer may be guilty in relation to the Society.
- 16.02 The Trustees may cause the Society to purchase and maintain insurance for the benefit of a Trustee, Officer, employee, or agent of the Society and the heirs and personal representatives of such person, in respect of any personal liability incurred by the person in that capacity.

PART 17

AMENDMENTS TO BYLAWS

- 17.01 All Bylaws contained herein are subject to the provisions of the *Income Tax Act* (Canada) and amendments thereto, and the Trustees or the Members shall not cause the Society to do anything that is in contravention of the *Income Tax Act*, and without restricting the generality of the foregoing, the Trustees or Members shall not cause the Society to do any act or thing that would cause the Society to cease to qualify as a registered charity under the *Income Tax Act*.
- 17.02 Subject always to compliance with Bylaw 17.01, the Bylaws may be amended only by Special Resolution of the Members of the Society at a meeting of which due notice shall have been given at least 21 days prior to the date of the meeting.

PART 18

CHARITABLE STATUS, VOLUNTARY DONATIONS, AND BEQUESTS

- 18.01 The Trustees may determine to make application to the Minister of National Revenue for registration of the Society as a registered charity within the meaning of the *Income Tax Act* (Canada).
- 18.02 The Society shall make all elections and execute all documents necessary to comply with federal, provincial, and municipal laws in order to attain its purposes.
- 18.03 The Society may refuse to accept any donations, contributions, gifts, or bequests of any kind whatsoever at the discretion of the Board of Trustees.
- 18.04 The Society may permit donors to establish long-term gifts, the income from which would be distributed at the discretion of the Society, unless the wishes of the donor are specified, subject in all cases to the provisions of the *Income Tax Act* (Canada).
- 18.05 The Society is not bound by the wishes of any donor if such wishes are, at the time of the gift or at a future time, in conflict with the purposes of the Society or in contravention of any federal, provincial, or local laws.
- 18.06 Unless specified by a donor, the Society may establish a common trust fund in which property received by the Society under bequests, devices, and nominations is combined for the purposes of facilitating investments.

PART 19

STANDARDS AND PRACTICES

- 19.01 The Society will always operate with the highest possible standards of ethics and integrity.
- 19.02 The lack of a statutory rule, law, or regulation prescribing a specific level of ethics or integrity, or the existence of a statutory rule, law, or regulation prescribing a lower level of ethics or integrity does not reduce the Society's obligations under Bylaw 19.01.
- 19.03 Pursuant to Bylaw 13.01, financial records will be available to the Members, and such information will be provided in such a format as to ensure complete and easy tracking of all income and expenditures both by source of funds, and on a project by project basis.
- 19.04 The Society will conform to, or exceed at all times, the Standards and Practices as developed by the Canadian Land Trust Alliance and updated from time to time.
- 19.05 The Board of Trustees shall ensure that the Society meets the Standards and Practices by ongoing and, at least, annual monitoring.
- 19.06 The Society shall have the right to subscribe to, become a member of, and cooperate with any other organization whose purposes or objectives are in whole or in part similar to the Society's purposes.
- 19.07 The Society shall affiliate with and be a member of the National Trust for Canada and, as such, shall coordinate its operations, funding, marketing and land securement activities with those of the National Trust for Canada.

PART 20

PROTECTION OF PROPERTY

- 20.01 The Trustees may declare a property in fee simple or an interest in land to be inalienable.
- 20.02 As soon as possible following receipt of a gift of property under the Ecological Gifts Program of the Government of Canada, such property will be declared inalienable unless it is the expressed intent, at the time of the donation, that the property will be transferred to another qualified recipient.

- 20.03 When a property in fee simple or an interest in land is declared to be inalienable, the Society will take every measure possible to ensure its protection in perpetuity.
- 20.04 A property in fee simple that has been declared inalienable shall be:
- (a) protected by a Conservation Covenant under section 219 of *The Land Title Act* (British Columbia). The Covenant shall be held by one or more organizations independent of the Society and shall, if allowed by the Registrar of Land Titles, prohibit mortgaging and restrict sale; and
 - (b) protected by adequate insurance.
- 20.05 A property in fee simple that has been declared inalienable shall not be:
- (a) mortgaged under any circumstances; or
 - (b) sold or transferred unless the Society is being dissolved, and then may be sold or transferred only to another society having similar purposes.
- 20.06 An interest in land other than fee simple that has been declared inalienable shall not be released or sold.
- 20.07 An interest in land other than fee simple that has been declared inalienable may be:
- (a) transferred or assigned only to an organization having similar purposes to the Society, provided that the Society retains a reversionary interest and such transfer is approved by a Special Resolution of the Society; or
 - (b) transferred or assigned only to an organization having similar purposes to the Society, without a Special Resolution of the Society and without a reversionary interest, if the Society is being dissolved.
- 20.08 The Society will seek to constantly improve the level of protection provided to inalienable property as new legal mechanisms become available.
- 20.09 The Society may not remove inalienable status once granted.

