



## ARTICLE I

### Membership

1. There shall be the following classes of membership:
  - a. Full Membership
  - b. Associate Membership
  - c. Life Membership
2. Full membership will be available to those actively employed in student transportation, any person who is engaged in, or associated with any phase of student transportation, or to applicants upon proof of qualifications acceptable to the membership committee.
3. Full membership is granted in accordance with the constitution and is, without restriction, and entitles all current members to full voting privileges and rights of the Society.
4. Life membership entitles any individual, having been nominated by a person(s) having full membership status, sanctioned by the membership at the Annual General Meeting, to participate in the activities of the Society including the right to vote.
5. Associate membership entitles any individual, having applied and paid for such membership, to participate in the activities of the Society.
6. Associate members of the Society pay a membership fee, have no voting rights, but retain all other rights and duties.
7. Members of the Association of School Transportation Services of British Columbia, prior to incorporation under the proviso of the Society Act will retain their same class of membership after incorporation, provided they remain in good standing in the Society.
8. The membership fee for each class of member shall be subject to review by the membership at the Annual General Meeting.
9. The Executive Committee shall determine the day in each year when the membership fees, shall be paid by members.

### Duties of Members

1. It is the duty of each member, in order to remain in good standing in the Society, to comply with the Bylaws of the Society and pay the membership fees, when due.



## ARTICLE II

### Termination of Membership

1. Any member who desires to withdraw from membership in the Society may notify the Executive Committee in writing to the effect and, upon receipt of such notice by the Executive Committee, the member shall cease to be a member.
2. Any member shall cease to be a member if he or she fails to pay the annual membership fee within thirty (30) days of the due date.
3. A member may be expelled from the Society by a Special Resolution at a meeting held for that purpose.
4. A member facing expulsion has the right to speak on his/her behalf.

## ARTICLE III

### Meetings of Membership

1. The Annual General Meeting shall be held at a place within the Province of British Columbia and on a date to be determined by the Executive Committee.

### Notice of Meetings

1. Every notice of an Annual, General or Special meeting of the Society shall state the nature of the business of the meeting and such notice will be given to every member not fewer than fourteen (14) days before such General or Special meeting.
2. Notice of the Annual, General or Special meeting shall be deemed to be given to every member if mailed, emailed, faxed or handed to every member.
3. The rules of procedure at any Annual, General or Special meeting shall be determined by the Executive Committee but if any member objects, then the Robert's Rules of Order shall apply.

### Quorum

1. A quorum for the transaction of any Annual, General or Special meeting of the Society shall be ten (10) percent, of the voting membership, as they appear on the membership rolls.



### **Voting Rights**

1. Full and Life members of the Society can vote at any meeting of the members of the Society. Associate members shall have no voting rights.
  
2. At all meetings of the Society, every question shall be decided, by a majority vote (51%) of members with voting privileges present in person, unless otherwise required by the Bylaws of the Society. Should there be a tie vote the President shall vote against the motion.

## **ARTICLE IV**

### **Executive Committee**

1. The Executive Committee shall be elected by the members of the Society at the Annual General Meeting and shall hold office for two consecutive years. The election of the five Zone Representatives shall occur annually at a Zone meeting prior to that year's Annual General Meeting.
  
2. The Executive Committee shall consist of:
  - a. President
  - b. Past President
  - c. 1st Vice President
  - d. 2nd Vice President
  - e. Secretary-Treasurer
  - f. Zone Representatives (5)
  
3. Any vacancy in the Executive Committee may be filled by an appointment by the Executive Committee. Meetings of the Executive Committee may be called by the President or two or more members of the Executive Committee.

### **Duties of Powers of the Executive Committee**

1. The management and the administration of the affairs of the Society shall be vested in the Executive Committee. In addition to the powers and authority given by the Bylaws or otherwise expressly confirmed upon them, the Executive Committee may exercise all such powers of the society and do all such acts on its behalf which are not a contravention of the Society Act or any of these Bylaws, and are required to be exercised or done by the Society at a General or Special meeting. The Executive Committee shall have full power to make such rules and regulations as they deem necessary, provided that such rules and regulations are not inconsistent with the Society or the Constitution and these Bylaws.



2. The President shall be the Chief Officer of the Society.

3. The First and Second Vice Presidents shall generally assist the President and shall, in the event of the absence or disability of the President, perform his/her duties and possess his/her authority.

4. The President shall be able to authorize expenditures up to and including the sum of \$500.00 without consulting the members of the executive.

## ARTICLE V

### Resolutions

1. A resolution in writing signed by all the Executive Committee personally shall be valid and effectual as if it has been passed at a meeting of the Executive Committee duly called and constituted.

### Executive Committee Remuneration

1. No Executive Committee member shall receive remuneration from the Society for his/her duties unless such remuneration is approved by a majority vote of the members at a meeting of the members of the Society.

### Removal of Executive Committee Members

1. Executive Committee members shall cease to hold office upon their cessation as members in good standing of the Society.

2. Ten (10) percent of the members, can require the Executive Committee to call a Special meeting of the members of the Society for the purpose of removing any member of the Executive Committee and/or substituting a new member in that position. The special meeting shall be held in accordance with Article III, Quorum and Voting Rights.

3. Should an executive member not be able to attend Executive meetings, conference calls etc, they may be removed from office as per Article VI, Removal of Executive Committee Members, point 2.

## ARTICLE VI

### Borrowing Powers

1. Subject to the Society Act, the Society shall have the power to borrow, raise or secure the payment of money through a Special Resolution which shall be deemed passed by 75% of the membership.



## ARTICLE VII

### **Audits of the Accounts of the Society**

1. The Executive Committee shall present before the members of the Society at the Annual General Meeting, a financial statement showing the income and expenditure, assets and liabilities, of the Society during the preceding fiscal year, the said financial statement shall be signed by two (2) or more members of the Executive Committee or by the Society's auditor.

## ARTICLE VIII

### **Custody of the Seal**

1. The Seal of the Society shall be kept in the custody of the Secretary-Treasurer.

### **Affixing the Seal**

1. The Seal of the Society shall not be affixed to any document or instrument unless authorized by the Executive Committee and then only by and in the presence of such officers as the Executive Committee may authorize to affix the Seal of the Society and shall sign every instrument to which the Seal is affixed in their presence.

## ARTICLE IX

### **Maintenance of Minutes and Other Books and Records**

1. The Executive Committee shall ensure that minutes of all meetings including Zone and Executive Committee, and all other necessary books and records of the "Society" or by any applicable statute or law are regularly and properly kept. As well the financial records shall be kept current and in an orderly fashion.

## ARTICLE X

### **Inspection of Records of the Society**

1. The books and records of the Society shall be open to the inspection by members at all reasonable times at the office of the President or Secretary-Treasurer.

## ARTICLE XI

### **Altering Bylaws**

1. The Bylaws of the Society may be amended at the Annual General Meeting of the Society by Special Resolution adopted by a quorum of the members of the Society present at the Annual General Meeting.

2. Notice to amend any Bylaw, or to introduce a new one, shall be given in writing at a meeting of the Society previous to the meeting or circulated to the members at least thirty (30) days in advance of the meeting at which it is intended to be considered.