

# THETIS ISLAND RESIDENTS' AND RATEPAYERS' ASSOCIATION

## BYLAWS

  
CAROL PREST

### FINAL DRAFT OF PROPOSED REVISED BYLAWS (Oct 26, 2017)

(for discussion and voting at the 2018 AGM)

#### Article I GENERAL POLICIES

The Thetis Island Residents' and Ratepayers' Association (TIRRA) may:

- a) cooperate with other community-based organizations operating on behalf of Thetis Island residents;
- b) cooperate with organizations of a similar nature operating in other communities to develop coordinated programs based on common interests, provided that TIRRA retains its own identity and is bound only by commitments which it specifically endorses; and
- c) maintain communications and cooperate with government agencies and their representatives as and when appropriate.

#### Article II MEMBERSHIP AND MEMBERSHIP FEES

- 1. Any person who is a registered owner of property on Thetis Island, or any adult (19 years or older), whose principal dwelling is on Thetis Island may be a member of TIRRA.
- 2. A member is in good standing upon payment of the current annual membership fee.
- 3. A member is not in good standing until the membership fee or any other debt owed to TIRRA is paid.
- 4. The annual membership fee, which becomes due on January 31st of each year, shall be determined for the following year at the June General Meeting.
- 5. The fiscal year of TIRRA shall be the calendar year, January 1 to December 31.

#### Article III OFFICERS

The Officers of TIRRA shall be:     President  
  Vice-President  
  Secretary  
  Treasurer

#### Article IV DUTIES OF OFFICERS

- 1. The President shall arrange and chair meetings of TIRRA.
- 2. The Vice-President shall arrange and chair meetings in the absence of the President.
- 3. The Secretary shall:
  - a) keep minutes of meetings of TIRRA and of the Executive Committee;

- b) keep an accurate record of the members of TIRRA, their postal addresses, and their membership status; in this duty the Secretary may be assisted by the Secretary of the Thetis Island Community Association; and
  - c) have charge of and keep records of all the official correspondence of TIRRA and have custody of the Seal of TIRRA.
4. The Treasurer shall:
- a) manage the financial affairs and keep and maintain financial records of TIRRA in compliance with the Societies Act;
  - b) provide financial statements to the Executive Committee and others when required; and
  - c) present financial statements to the Annual General Meeting (AGM) of TIRRA that have been reviewed by a competent non-TIRRA member.
5. Removal of Officers

The members may, by special resolution, remove an officer before the expiration of their term of office, and elect a successor to complete the term of office.

#### **Article V EXECUTIVE COMMITTEE.**

1. There shall be an Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, Past President, and the Chairpersons of Standing Committees of TIRRA.
2. The Executive Committee shall:
  - a) identify and explore issues that arise through the year, bringing these to the general membership for discussion and decision as appropriate;
  - b) implement the decisions and policies established by TIRRA;
  - c) conduct the routine business of TIRRA, keeping the general membership informed of its actions; and
  - d) fill any casual vacancies in the Executive.
3. There shall be three (3) or more signatories, approved by the Executive Committee and chosen from elected members of the Executive, any two (2) of which are necessary for signing TIRRA cheques.
4. The Executive Committee may incur expenditures or make commitments on behalf of TIRRA for up to one thousand dollars (\$1,000.00) per expenditure.
5. A quorum of the Executive Committee shall be five (5) members.
6. Regular meetings of the Executive Committee shall be held at least one week before each regular General meeting of TIRRA, and at other times at the discretion of the President. A special meeting of the Executive Committee shall be held at the request of any two members of the Executive Committee.
7. Notice of extra meetings of the Executive Committee shall be by telephone call or electronic mail, and normally no later than seventy-two hours before the meeting.

8. The Executive Committee may make decisions using electronic communications.

## **Article VI GENERAL AND SPECIAL MEETINGS**

1. The AGM of TIRRA shall be held in March each year.
2. Other regular meetings of TIRRA are normally held in June and October of each year.
3. Meetings of TIRRA shall be open to the public.
4. Immediately following the AGM, a schedule of regular General TIRRA meetings will be prepared and posted on community notice boards located near the Thetis Island ferry terminal and Forbes Community Hall.
5. Reminder notices of TIRRA meetings shall be posted on the notice board at the Thetis Island Ferry Terminal fourteen days before the meeting.
6. A Special General Meeting of TIRRA may be called at the discretion of the Executive Committee or at the written request of ten percent (10%) of the members in good standing. Such request must state the specific reason for the meeting. This meeting shall be held not more than twenty-one (21) days from receipt of the request.
7. At a Special General Meeting no business shall be transacted other than that for which the meeting was called.
8. Notice of a Special General Meeting of TIRRA shall be posted on the notice boards at the Thetis Island Ferry Terminal and Forbes Community Hall for at least fourteen days before the meeting.
9. Where any General or Special General Meeting includes an agenda item that in any manner pertains to TIRRA's parcel tax levy, then the notice of such meeting shall stipulate that all Thetis Island property owners are eligible to attend, participate in the discussion and vote with respect to motions arising from such parcel tax levy agenda item. Any individual who attends a meeting pursuant to this bylaw and is not a Member of TIRRA may be required to establish their eligibility as an owner of property on Thetis Island in a manner reasonably determined by the Chair of the General Meeting
10. The accidental omission to give notice of a meeting, or the non-receipt of a notice by any of the members entitled to receive notice, does not invalidate proceedings at that meeting.
11. A quorum at any meeting of TIRRA shall be nine (9) members in good standing.
12. Voting

A member in good standing present at a meeting is entitled to one vote. Voting:

- a) is by show of hands;
- b) by proxy is not permitted;
- c) on a motion requires a majority of not less than 51% of the members voting at that meeting; and
- d) on a Special Resolution requires a majority of not less than 75% of the members voting at that meeting.

### 13. Annual Report

The Executive Committee will ensure that a written Annual Report is prepared and posted on the TIRRA website prior to the AGM. Copies can be made available to members without website access. This report will consist of an overview by the President, the Financial Statement and reports from each of TIRRA's committees.

## Article VII COMMITTEES

1. At each AGM TIRRA shall approve a list of the proposed Standing Committees for the coming year. The following list of committees shall be considered as standard but variations from this standard may occur over time as needs change:
  - a) **Welcome:** to provide basic helpful information for new property owners outlining the various organizations on Thetis and how they function;
  - b) **Transportation:** to consult with the BC Ferry Corporation and others regarding the ferry service and to consult with the BC Ministry of Transportation and Highways and its contractors regarding conditions of public roads on Thetis;
  - c) **Solid Waste Management (SWMC):** to operate a monitored recycling transfer yard in cooperation with CVRD using funds raised through parcel taxation, and manage user pay garbage drop off bins using a private contractor;
  - d) **Trails:** to manage the TIRRA owned trail system and other non-TIRRA trail systems with appropriate written agreements. All trail systems are private and for the use and benefit of Thetis Residents;
  - e) **Cemetery:** to oversee the management of the TIRRA property occupied by St. Margaret's Cemetery; the Cemetery Board manages the cemetery independently of TIRRA and in compliance with the *Cemetery Act*.
2. The Chairperson of each Standing Committee may appoint other members as required to their committee and the President shall be an "ex officio" member of all committees.
3. TIRRA may set up ad hoc Committees as required and may appoint the Chairpersons and members. The purpose and mandate of an ad hoc Committee shall be clearly identified in the minutes of the meeting sanctioning it.
4. No committee identified in this Article may make financial, legal or policy commitments on behalf of TIRRA except within the limits authorized in advance by the Executive Committee or by a vote of the Membership.
5. Following the end of a calendar year, each committee, through its Chairperson, shall prepare and submit to the President a written report of its work through the year and shall present this report at the AGM.

## Article VIII NOMINATIONS

If required, an ad hoc Nominating Committee appointed by the Executive Committee shall recommend a slate of Officers and Chairpersons of Standing Committees for election at the AGM. Nominations for these elected positions may also be made from the floor at the AGM.

## **Article IX ELECTIONS**

1. Election of Officers and Chairpersons of Standing Committees shall be held by secret ballot at the AGM of TIRRA, and those elected shall hold office until their successors are elected or appointed. It is expected that although elected annually, Officers and Chairpersons will serve for at least two consecutive years.
2. When there are more than two candidates for an office, and no candidate receives a majority of votes cast on the first ballot, a second, and if necessary, further ballots will be taken, deleting the candidate receiving the least votes in the previous ballot, until a candidate receives a majority of the votes cast.
3. Only members in good standing shall be entitled to make nominations, to run for elected office, or to vote at meetings of TIRRA.

## **Article X AMENDMENTS.**

TIRRA may amend its Constitution or Bylaws by special resolution provided a Notice of Motion has been given at the previous regular meeting of TIRRA.

## **Article XI BORROWING.**

TIRRA, with the sanction of a special resolution, may borrow monies from a Canadian Chartered Bank for periods not to exceed two (2) years and may issue debentures to secure such debts.

## **Article XII SEAL**

The seal shall be affixed only when authorized by resolution of the Executive Committee and only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President, or Vice-President and another officer.

## **Article XIII RULES OF ORDER**

The rules contained in "Robert's Rules of Order" shall govern the meetings of TIRRA in all cases to which they are applicable and not inconsistent with the Bylaws of TIRRA. The applicable edition will be stated at the beginning of each meeting.

## **Article XIV REMUNERATION OF OFFICERS**

The members of the Executive Committee shall serve without remuneration.