

FORM 10  
(Section 66 and 67)

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SOCIETY ACT

APR 04 2003

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JOHN S. POWELL  
REGISTRAR OF COMPANIES  
PROVINCE OF BRITISH COLUMBIA

Certificate of  
Incorporation: S-5034

**ALBERNI VALLEY RESCUE SQUAD**

The following is a copy of a special resolution passed at a general meeting in accordance with the bylaws of the Society on March 12/03

**RESOLVED** as a special resolution:

1. That Paragraph 2(e) of the Constitution of the Alberni Valley Rescue Squad be deleted; and
2. The By-Laws of the Alberni Valley Rescue Squad be altered by being deleted in their entirety and in their place be added the By-Laws in the form attached hereto as Schedule "A".

DATED the 26 day of March, 2003.

**ALBERNI VALLEY RESCUE SQUAD**

  
Roy Buchanan, President

## SCHEDULE "A"

### BY – LAWS

#### Article I.

The Alberni Valley Rescue Squad shall hereinafter be referred to as the Squad.

#### Article II.

1) (Membership)

Membership in the Squad shall consist of only six (6) classes of membership, namely:

- Active
- Supporting to go Active
- Supporting
- Life Member
- Auxiliary
- Honorary

2) (Active Membership)

- (a) The Active Membership shall consist of twenty-five (25) persons who are over the age of nineteen (19) years, and all such Active Members shall be the leaders and/or members of the actual rescue groups within the Squad. Active Members must be Provincial Emergency Program Ground Search and Rescue Certified.
- (b) Active Membership in the Squad shall automatically cease upon such members absence from two consecutive meetings, without lawful excuse.
- (c) All Active Members shall pay such dues as may be decided upon at a general meeting, and shall be entitled to all privileges of the Squad, including the right to vote.
- (d) Active Members who would like to step down to a Supporting Member may do so upon written request. They must continue to pay yearly dues and attend regular meetings. After fifteen (15) years service, such members will be given a Life Membership and retain their key upon written request.

- (e) Any Members who reside outside of the Alberni Valley are not eligible to be elected to Active Membership. Active Members who subsequently relocate out of the Alberni Valley may retain their Active Membership status provided they can respond when called and meet all other requirements as laid out in these By-Laws.

3) (Supporting to Go Active)

- (a) The Supporting to Go Active Membership shall consist of not more than twelve (12) persons who are over the age of nineteen (19) years and Provincial Emergency Program certified in Ground Search and Rescue.
- (b) Supporting to Go Active Membership in the Squad shall automatically cease upon such members absence from two consecutive general meetings without lawful excuse.
- (c) Supporting to Go Active Members shall pay such dues as may be decided upon at a general meeting, and shall be entitled to all privileges of the Squad including the right to vote and holding office. The Supporting to Go Active Member may hold a key if approved by the Board of Directors.
- (d) Should a membership vacancy occur in this membership category, such vacancy shall only be filled by a qualified ground search and rescue qualified Member.

4) (Supporting Members)

- (a) Supporting Members shall consist of any person over sixteen (16) years of age who volunteer in ground search and rescue operations within the Squad.
- (b) Supporting Membership in the Squad shall automatically cease upon such member's absence from two consecutive general meetings without lawful excuse.
- (c) Supporting Members shall pay such dues as may be decided upon at a general meeting of the Squad and shall be entitled to all privileges of the Squad except voting, holding office, and holding a key .
- (d) New Supporting Members are subject to a six (6) month probationary period at the end of which the Board of Directors will conduct a review regarding their attendance, training, participation and level of commitment to the Squad. In the event the Board of Directors determines that this

person has not met the expectations of the Squad, the Board of Directors shall recommend to the membership that this person's membership be terminated.

- (e) In order for an Active Member to retain their keys and privileges, when stepping back to Supporting, they must have at least ten (10) years in the Squad. Such privileges must be approved by the voting membership.

5) (Life Members)

- (a) Life Memberships will only be given to those Active Members who retire and have at least fifteen (15) years service in the organization or to auxiliary members who have fifteen (15) years service, ten (10) of which is as an Active, Supporting to Go Active or Supporting Member.
- (b) Active Members who retire and become Life Members automatically lose their vote and their right to hold office, but will be entitled to a key to the hall and enjoy all other privileges.
- (c) Life Members do not have to pay dues.
- (d) Life Members must pay the same fees as any regular member at any function of the Squad.
- (e) Special consideration will be given to members of other categories who have given fifteen (15) years to the Squad and their Life Membership will be subject to the approval of the membership upon written request.

6) (Auxiliary Members)

- (a) Squad Auxiliary Members shall consist of persons organized at the discretion of the members to assist in rescue operations.
- (b) Squad Auxiliary Members shall pay dues but shall not be entitled to any privileges of the Squad, except such privileges as are approved by the Membership.
- (c) Any member may revert to Auxiliary Membership upon written request.
- (d) In order for an Active Member to retain their keys and privileges, when stepping back to Auxiliary, they must have at least ten (10) years in the Squad.

- (e) Auxiliary members may retain or hold a key if approved by the Board of Directors and the voting membership.

7) (Honorary Members)

- (a) Any person who has performed some distinguished service may be elected as an Honorary Member of the Squad.
- (b) An Honorary Member shall not pay dues or have any privileges of the Squad.

8) (Admission To Membership And Resignation)

- (a)
  - (1) All Active, Supporting To Go Active, Supporting and Auxiliary Members shall be admitted to the Squad by means of an application in writing for membership together with a criminal records check and the necessary dues for the ensuing year. An application must be sponsored by a voting member, subject to sub-paragraph (4).
  - (2) Such written application shall contain a total release from all and any causes of action such member may have against the Squad.
  - (3) Acceptance of the application shall be subject to the vote of the voting membership.
  - (4) Applicants who do not have a sponsor must attend an orientation meeting and be interviewed by a committee of three senior members of the Squad. Acceptance of the application shall be subject to the vote of the voting membership.
- (b) Any member may resign from the Squad upon submitting such resignation in writing.
- (c) Any member may request, in writing, a leave of absence for personal or medical reasons. Such a leave shall be for a period of up to six (6) months and may be extended one time for a cumulative period of one (1) year. Members requiring longer time will be granted Auxiliary Membership. Executives and Board of Directors who request leave shall resign from their position. Any member who is on a leave of absence is not eligible for election as an Executive or Director of the Squad.

Article III    (Discipline)

- 1) Any Active, Supporting to go Active, or Supporting Members who are absent without excuse acceptable to the Board of Directors from two (2) successive general meetings shall automatically stand suspended, and shall be so notified in writing by the Secretary.

Article IV    (Officers and Their Duties)

- 1) The Officers of the Squad shall be a President, the immediate Past President, the Vice President, a Secretary, Treasurer, and six (6) Directors, and shall be known as the Board of Directors. The Senior Search Manager shall be an ex officio member of the Board of Directors.
- 2) Each Officer shall be an Active or Supporting To Go Active Member.
- 3) All Officers shall enter upon their official duties as of the 30<sup>th</sup> day of March of each year and except the Board of Directors of the Squad, shall serve for a term of one year, or until their successors shall be duly elected and qualified. The Board of Directors shall serve for a term of two (2) years.
- 4) The President, Vice President, Secretary, and Treasurer shall be known as the Executive of the Squad and shall be responsible for the routine administration of the Squad. The Executive may approve emergency expenditures for the repair of operational equipment only. Such approval shall require the consensus of at least three members of the Executive, two of which must be the President and the Treasurer. A report of such expenditures must be made to the Board of Directors no later than the next regular monthly meeting.
- 5) The duties of the Officers shall be as follows:
  - (a) The President shall be the chief Executive Officer of the Squad and shall preside over all meetings of the Squad and the Board of Directors. The President shall also perform other such duties as usually pertain to the office. The President shall control all access codes and keys to the Rescue Hall. The cancellation of an access code requires the approval of the Board of Directors.
  - (b) The Vice President, in the absence of the President, shall preside at all meetings of the Squad and the Board of Directors. The Vice-President shall also perform such duties as usually pertain to that Office, or as may be assigned to him by the President or the Board of Directors.

- (c) The Secretary shall draw up and keep on record, minutes of all meetings of the Board of Directors and of the Squad. The Secretary shall notify all members of regular monthly meetings and shall attend to all general correspondence. The Secretary shall also maintain the membership records and database.
- (d) The Treasurer shall keep all the accounts of the Squad and shall collect and receive all membership fees and assessments. He shall with the President, or in the absence of the President, the Vice-President, sign all the proper cheques, drafts, and other orders for the payments of monies on behalf of the Squad, advise the Executive and the Board of Directors of all overdue accounts and perform all other duties customarily pertaining to this Office.
- (e) The Board of Directors shall constitute the governing body of the Squad and have the power to do the following:
  - i) to incur obligations and disburse money up to the amount of \$1,500.00 upon approval of a minimum of seven (7) members of the Board of Directors,
  - ii) appoint committees,
  - iii) generally perform all acts of administration including the drawing and enforcing of rules and regulations regarding a rescue operation or the development of administration policies as may be necessary or expedient for the proper functioning of the Squad,
  - iv) the whole subject to the provisions of these By-Laws, Provincial Emergency Program policies, and any amendments validly made thereto.
- (f) In the event one of the Executive is unable to attend the executive meeting, they may appoint an alternative Active Member to attend on their behalf.
- (g) A quorum for a meeting of the Board of Directors will be six (6) Board Members or their appointed alternate.

Article V      (Meetings)

- 1) Regular meetings of this Squad shall be held at such times and places as may be determined from time to time by the Board of Directors.

- 2) The Annual Meeting of the Squad shall be held on the regular meeting in March of each year, for the purpose of the election and installation of Officers and transacting such other business as may be brought before it.
- 3) The Annual Reports of the Treasurer and other Officers will be received at the March General Meeting.
- 4) Eight (8) Active Members in attendance at Regular or Special Meetings shall constitute a Quorum for the transaction of business.
- 5) The President or the Board of Directors may call Special Meetings at any time. The President or the Board of Directors shall upon written request signed by any ten (10) Voting Members call a Special Meeting for the consideration of any matter specified in such written request.

Article VI    (Elections)

- 1) The Squad Executive shall be nominated and elected at the Annual General Meeting of the Squad.
- 2) Elections shall be by secret ballot and shall require a majority vote. In case there are more than two candidates running for any Office, a majority vote over all will be required to elect any one. (50% +) In case a majority over all is not obtained on the first ballot, the candidate having the lowest number of votes shall be dropped from the list of nominees, and the ballot shall be taken over again and this procedure shall be repeated until one candidate has a majority of votes over all.
- 3) The Squad Executive shall be elected in the following order:
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
- 4) Six Directors shall be elected at the first Annual Meeting, the three (3) polling the highest number of votes to serve a term of two years, and the remaining three (3) Directors shall be elected for a term of one year.
- 5) Ballots for each Office shall be counted and recorded before the election of the next succeeding Office is proceeded with.



- 6) A defeated candidate for any Office may be nominated for any succeeding Office.
- 7) A voting member unable to attend may submit a separate proxy vote, in writing, containing only one name each, for any of the Executive positions.
- 8) The Secretary shall prepare all ballots and any ballot that has not been so prepared shall not be counted.
- 9) Three scrutineers shall be appointed to count the ballots.
- 10) In the event of a vacancy occurring in any Office, through the permanent absence or incapacity of the incumbent thereof, the President shall appoint a temporary Officer to fill the vacancy until such time as a Special Election can be had as nearly as may be in the manner provided above.
- 11) The Squad Executive, with the exception of the Board of Directors, shall hold Office until the next Annual Meeting after their election, or until their successors have been duly elected and qualified.
- 12) Save and except for those Board of Directors elected at the first Annual meeting, the Board of Directors shall hold Office for a period of two (2) years after their election.
- 13) The Squad shall elect one of two Search Managers from members qualified for this operational position. The two Search Managers shall be elected in alternate years and serve for two year terms.
- 14) Nominations for the election of President, Vice President, Secretary, Treasurer, Directors and Search Manager shall be taken at the regular monthly meeting in February.

Article VII (Revenue)

- 1) The Annual Dues shall be such sums as may be determined from time to time by the Squad.
- 2) Revenue from sources other than those defined in this Article may be raised as recommended by the Board of Directors.

Article VIII (Finance)

- 1) The Fiscal Year of the Squad shall begin on the first day of January of each year.

- 2) Not later than the first General Meeting in January, a budget of the estimated income and expenditure for the year shall be adopted by the Executive.
- 3) The Squad's "Books of Accounts" shall be audited at least once a year. The auditor shall be selected by a vote of the Squad at the Annual General Meeting.
- 4) The Executive shall determine the official depository or depositories.
- 5) In the case of the inability of persons designated to sign cheques or perform their functions, the Executive shall designate those who shall act as substitutes.
- 6) The Treasurer shall be bonded in such amount as the Squad may determine, and in the absence of any such determination by the Squad, then in such amount as the Executive may deem advisable.

Article IX     (Seal)

- 1) The Squad Solicitor shall have custody of the Seal of the Squad which shall not be affixed to any instrument except by authority of a resolution of the Board of Directors and in the presence of such Officers as are named in the resolution.

Article X     (Rules of Order)

- 1) In all cases not herein provided for, the practice laid down in "Roberts Rules of Order" shall be followed in matters of procedure.

Article XI     (Amendments)

- 1) Any amendments to these By-Laws, may be adopted by a Special Resolution of the Squad.

**ALBERNI VALLEY RESCUE SQUAD**  
**P.O. Box 1137**  
**Port Alberni, B.C.**

(Consolidated as at May 23, 2003 to include amendments to  
March 12, 2003, filed April 4, 2003)

**CONSTITUTION**

1. The name of the Society is "Alberni Valley Rescue Squad".
2. The object of the Society is:
  - (a) To organize all persons interested in participating on a volunteer basis in a ground search and rescue organization.
  - (b) To provide ground and inland water search and rescue services for the Alberni Valley and the Alberni-Clayoquot Regional District as mandated by the Provincial Emergency Program.
  - (c) To foster, encourage, and increase the knowledge of ground search and rescue procedures and associated subjects for members.
  - (d) To aid and assist any other group or organization requiring the services of a search and rescue squad.
3. The operations of the Society are to be chiefly carried out in the central portion of Vancouver Island, British Columbia centering around Port Alberni, B.C.
4. Upon the winding up or dissolution of the Society, the assets which remain after:
  - (a) all debts have been paid or provision for payment has been made; and
  - (b) payment of all costs, charges and expenses which are properly incurred in the winding up or dissolution;

will be distributed to the local Boy Scout and Girl Guide Groups as the Board of Directors may direct. This provision is unalterable.