

Adult Basic Education Association of British Columbia (ABEABC)

BYLAWS

1. MEMBERSHIP

- 1.1. Membership shall be open to all persons interested in the advancement of Adult Basic Education in British Columbia.
- 1.2. Any such person who has signed a membership application and paid the membership fees set by the Board of Directors of the Association shall become a member of the Association.
- 1.3. A member shall cease to be a member if:
 - 1.3.1 he or she notifies the Chairperson of the Membership Committee of his or her wish to resign from the Association, or
 - 1.3.2 he or she fails to pay the annual membership fee within a month of it becoming due, or
 - 1.3.3 he or she is expelled from the Association by a resolution approved by 75% of the members present and voting at a General Meeting of the Association.
- 1.4. A member who has retired from the workforce and who has been a member of the Association for at least five years shall, upon application, be declared a Life Member, exempt from the annual membership fee.
- 1.5. All members are in good standing except a member who has failed to pay his current annual membership fee or any other debt due and owing to the Association. The member is not in good standing as long as the debt remains unpaid.

2. GENERAL MEETINGS

- 2.1. The Annual General Meeting shall be held by the end of May in each year.
- 2.2. The location and date of the Annual General Meeting shall be decided by the Board of Directors.
- 2.3. Other general meetings may be called at any time by the Board of Directors. A general meeting shall also be called on the demand of not less than ten percent (10%) of the membership by written notice to the President. Such notice shall include a statement of the reason for the meeting.
- 2.4. At least fourteen (14) days' notice of a general meeting must be given to members. This notice shall include the agenda and purposes of the meeting.

2.5.The quorum at a general meeting shall consist of ten percent (10%) of the membership or three persons, whichever is greater.

2.6.Meetings shall be governed by Robert's Rules of Order.

2.7.A member in good standing present at a meeting is entitled to one vote. Voting by proxy shall not be allowed.

2.8.Members of the Association directly or indirectly employed by provincial ministries in a capacity in which they make policy or funding decisions which impact on adult basic education must abstain from voting during the duration of that employment.

3. BOARD OF DIRECTORS

3.1.The Board of Directors of the Association is responsible for conducting the business of the Association between general meetings.

3.2.The Board of Directors shall consist of the Past President plus the following elected representatives:

- the President
- the President-Elect
- the Vice-President
- the Treasurer
- the Secretary
- a Regional Representative from each of the six designated regions in British Columbia: Metro Vancouver, Surrey-Delta-Fraser Valley, Vancouver Island, North Central, Cariboo-Okanagan and Kootenay-Boundary
- the Chairperson of the Fundraising Committee
- the Chairperson of the Membership Committee
- the Chairperson of the Groundwork Committee
- the ABEABC liaison to the MCL (Movement for Canadian Literacy)
- an Aboriginal Liaison Representative (must be of Aboriginal ancestry)

3.3.A quorum of the Board of Directors shall be six (6).

3.4.All meetings of the Board of Directors shall ordinarily be open to any member of the Association

3.5.The Board of Directors shall meet at least three times each year.

3.6.All elected members of the Board of Directors and the Past President shall have equal voting privileges at all Board of Directors meetings.

3.7.The Board of Directors at any time may add representatives from related organizations to the Board. These representatives will not have voting privileges.

4. EXECUTIVE

4.1.The Executive is comprised of the following representatives: the President, President Elect or Vice-President, Treasurer, Secretary.

4.2.The Executive is responsible for conducting the business of the Association between Board of Directors meetings and for overseeing projects sponsored by the Association.

4.3.A quorum of the Executive shall be three.

4.4.The Executive shall meet at the request of any member of the Executive.

4.5.All meetings of the Executive shall ordinarily be open to any member of the Association.

4.6.The President:

4.6.1 ensures that the business of the Association is carried forward and that matters of interest are reported to the members

4.6.2 is the spokesperson for the Association

4.6.3 or his designate, presides at all General, Board of Directors and Executive Meetings.

4.7.The Vice-President:

4.7.1 shall assume the duties of the President in the absence of the President

4.7.2 in the event that the office of President becomes vacant, the Vice-President shall be appointed by the Executive to take that office. That Vice-President shall be replaced as specified below.

4.7.3 the Vice-President shall chair the Projects Committee.

4.7.4 the Vice-President shall serve as liaison to the organization hosting the Annual General Meeting.

4.7.5 the Vice-President shall oversee Board development.

4.8.The Treasurer:

4.8.1 is the custodian of all monies and financial records of the Association.

For projects sponsored by the Association, the Treasurer may delegate this duty to others agreed to by the Executive. Nevertheless, the Treasurer will oversee the management of project funds.

4.8.2 prepares the financial statements for the Annual Report and for the Annual General Meeting, recommends a budget and dues levels for the upcoming year for the Board of Directors to present to the Annual General Meeting and prepares other reports as requested by the President or the Board of Directors.

4.8.3 prepares the Annual Report to the Registrar of Societies.

4.9. The Secretary:

4.9.1 ensures that minutes of all General, Board of Directors and Executive meetings are taken and kept.

4.9.2 will arrange all General, Board of Directors and Executive meetings and will ensure that meeting agendas are sent to participants in advance of each meeting.

4.9.3 assists the Treasurer in the preparation of the Annual Report to the Registrar of Societies.

4.9.4 with the assistance of the Membership Committee Chairperson, maintains the Register of Members.

4.10. The President-Elect:

4.10.1 position will commence at the beginning of the second year of the President's two-year term. The President-Elect will proceed to the position of President the following year.

5. OTHER BOARD MEMBERS

5.1. The Regional Representatives:

5.1.1 shall be responsible for representing the concerns of members and potential members in their regions at Board of Directors meetings and convey those concerns to the President as appropriate between Board of Directors meetings.

5.1.2 shall actively encourage those interested or involved in adult basic education in their regions to become and remain members of the Association.

5.1.3 may sponsor activities within their region which may be of interest to members and may request seed money for such activities from the Board of Directors.

5.1.4 after consulting with the President, may speak on behalf of the Association with regard to issues that affect adult basic education in their region.

5.1.5 will be members of the Regional Representatives Committee.

5.2.The Chairperson of the Membership Committee:

5.2.1 will develop and implement strategies for increasing membership in the ABEABC.

5.2.2 will direct the recruitment activities of the Membership Committee which will include all of the Regional Representatives and others as designated by the Chairperson.

5.2.3 will maintain accurate and up-to-date membership lists.

5.3.The Chairperson of the Fundraising Committee:

5.3.1 will develop and implement strategies for raising funds for Association activities.

5.3.2 upon approval of the Board of Directors, will be responsible for hiring a Fundraising Coordinator. The Fundraising Coordinator will raise funds for the Association under the direction of the Chairperson.

5.3.3 will assist the Membership Chair, when necessary, in maintaining accurate and up-to-date membership lists.

5.4.The Chairperson of the Groundwork Committee:

5.4.1 will oversee the production of a minimum of three (3) issues of *Groundwork* per year.

5.4.2 will direct the activities of the Groundwork Committee which will include the Regional Representatives and others as designated by the Chairperson.

5.4.3 upon approval by the Board of Directors, may hire personnel to assist in the publication of *Groundwork*.

6. ELECTIONS

6.1.All Board Members shall be elected to two year terms of office, except the Vice-President and the President-elect, which shall be one year terms.

6.2.The President, Vice-President, Chairperson of the Fundraising Committee, Chairperson of the Membership Committee, Aboriginal Liaison and half of the Regional Representatives (North Central, Kootenays and Cariboo/Okanagan) will be elected in odd-numbered years.

6.3.The President-Elect, Treasurer, Secretary, Chairperson of the Groundwork Committee and half of the Regional Representatives (Metro Vancouver, Fraser Valley and Vancouver Island) shall be elected in even-numbered years.

6.4.All members present at the Annual General Meeting may vote in the election of

Board Members.

- 6.5. In general, all newly elected Board Members will take office following the Annual General Meeting. Board Members who serve as liaisons to other organizations may take office at another date in order to meet the requirements of the other organizations.
- 6.6. No Board Member shall serve more than four (4) consecutive years on the Board unless the person moves from another Board position into the position of President or President Elect.
- 6.7. A Board Member may be removed from office at a General Meeting by a two-thirds vote of the members eligible to vote for his or her position.
- 6.8. Any member of the Board missing three or more meetings may at the discretion of the Board of Directors be replaced in office.
- 6.9. Should a vacancy other than that of President occur, the Executive may appoint a member to fill the vacancy until the next General Meeting.

7. FINANCIAL OPERATIONS

- 7.1. The Treasurer, together with the President and one other member of the Board of Directors is empowered to operate an account for the Association at a bank or credit union. The signatures of any two of the three named above shall be required to withdraw funds from or write cheques on this account.
- 7.2. The Board of Directors shall submit a budget for approval at the Annual General Meeting. Any subsequent expenditure in excess of \$1000 not included in the approved budget and not covered by unbudgeted income must have the prior approval of a General Meeting.
- 7.3. An Auditor shall be appointed by the Board of Directors prior to the Annual General Meeting. The Auditor shall determine whether the Treasurer's Report gives a fair and accurate picture of the financial activities of the Association and shall so report to the Annual General Meeting.
- 7.4. The Association shall not borrow money or contract a debt except by a resolution approved by 75% of the members present and voting at a General Meeting.
- 7.5. Upon approval of the Board of Directors, any member of the Board of Directors may accept gainful employment in an Association-sponsored project.

8. COMMITTEES

- 8.1. A General Meeting or the Board of Directors may establish other committees as

required. Each such committee shall be given written terms of reference, shall have a fixed term and shall report to the body which established it.

9. BRANCH SOCIETIES

9.1.The members may, by resolution at any General Meeting, set up a branch office consistent with the requirements of the Societies Act.

10.AMENDMENTS

10.1.Amendments to the Constitution or Bylaws may be made by a resolution approved by 75% of the members present and voting at a General Meeting.

This is an amended copy approved at ABEABC Board Meeting, October 18, 2003, adding several boundary changes to By-Law 3.2 as ruled by the May 2003 9, 2003 Annual General Meeting motions.