


CAROL PREST

Constitution of the BC Tradeswomen Society

The name of the Society is “BC Tradeswomen Society”

The purposes of the society are:

1. To provide a positive environment of support and encouragement for women in trades.
2. To promote success for women in trades through education, leadership, and mentoring.
3. To decrease the barriers that prohibit women from remaining in the trades.
4. To increase the employment and retention rates of women in the trades.

Bylaws of the BC Tradeswomen Society

Part 1 – Interpretation

- 1 (1) In these bylaws, unless the context otherwise requires:
 - " Act" means the Society Act of British Columbia as amended from time to time;
 - “board” means the directors of the Society;
 - “bylaws” means these Bylaws as altered from time to time
- (2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

Part 2 - Membership

- 2.1 The membership of the Association shall consist of the following:
 - a. Regular Member
 - i. Women in BC who are apprentices or journey level trades workers.
 - b. Corporate Member
 - i. Corporate Membership is available to a British Columbia company, union or association who hires, dispatches, trains, or supports women in the trades.
- 2.2 A member may apply to the Board for membership in the Society, and the person becomes a member on the Board's acceptance of the application.
- 2.3 The amount of the annual membership dues, if any, must be determined by the Board.
- 2.4 Each member must inform the secretary or her designate in writing of their up-to-date address and e-mail address for the purposes of receiving notices from the Society. This is an ongoing obligation of each member.
- 2.5 Every member shall uphold the Constitution and comply with these bylaws.

2.6 A person who has been refused membership to the Association, or a member who has been subject to a disciplinary action under the bylaws of the Association, may appeal the decision of the directors to the general membership at the Annual Meeting, by delivering written notice of the intention to appeal to the secretary at least 14 days prior to the Annual General Meeting.

2.7 A member ceases to be a member of the society

1. by delivering resignation in writing to the Board,
 2. on being expelled, or
 3. on having been a member not in good standing for 6 consecutive months.
- ii. A member may be expelled by a special resolution of the members passed at a general meeting.
 - iii. The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - iv. The member who is the subject of the proposed resolution for expulsion must be given opportunity to be heard at the general meeting before the special resolution is put to a vote.
- b. All members are in good standing except a member who has failed to pay her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

Part 3 — Meetings of Members

- 3.1 General meetings of the society must be held at the time and place, in accordance with the Society Act, that the directors decide.
- 3.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.3 The Board may, when they think fit, convene an extraordinary general meeting.
- 3.4 Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
- 3.5 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.6 The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 — Proceedings at General Meetings

- 4.1 Ordinary business at general meeting - At a general meeting, the following business is ordinary business:
- (a) adoption of rules of order;
 - (b) consideration of any financial statements of the Society presented to the meeting;
 - (c) consideration of the reports, if any, of the directors or auditor;
 - (d) election or appointment of directors;
 - (e) appointment of an auditor, if any;

- (f) business arising out of a report of the directors not requiring the passing of a special resolution.
- 4.2 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.
- 4.3 The following individual is entitled to preside as the chair of a general meeting:
- (a) the individual, if any, appointed by the Board to preside as the chair;
 - (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.
- 4.4 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.
- 4.5 The quorum for the transaction of business at a general meeting is 3 voting members.
- 4.6 Lack of quorum at commencement of meeting - If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.
- 4.7 If quorum ceases to be present - If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.8 Adjournments by chair - The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.
- 4.9 Notice of continuation of adjourned general meeting - It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.
- 4.10 Order of business at general meeting - The order of business at a general meeting is as follows:
- (a) elect an individual to chair the meeting, if necessary;
 - (b) determine that there is a quorum;
 - (c) approve the agenda;
 - (d) approve the minutes from the last general meeting;

- (e) deal with unfinished business from the last general meeting;
 - (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
 - (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
 - (h) terminate the meeting.
- 4.11 Methods of voting - At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.
- 4.12 Announcement of result - The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 4.13 Proxy voting permitted - Voting by proxy is permitted.
- 4.14 Matters decided at general meeting by ordinary resolution - A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.
- 4.15 A corporate member may exercise one vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

Part 5 — Directors and Officers

- 5.1 The Society must have no fewer than 3 and no more than 11 directors.
- 5.2 The directors must retire from office at each annual general meeting when their successors are elected.
- 5.3 Separate elections must be held for each office to be filled.
- 5.4 An election may be by acclamation, otherwise it must be by ballot.
- 5.5 If a successor is not elected, the person previously elected or appointed continues to hold office.
- 5.6 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.
- 5.7 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Part 6 — Directors' Meetings

- 6.1 A directors' meeting may be called by the president or by any 2 other directors.
- 6.2 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.
- 6.3 The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- 6.4 The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.

Part 7 — Board Positions

- 7.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:
 - (a) president;
 - (b) vice-president;
 - (c) secretary;
 - (d) treasurer.
- 7.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.
- 7.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.
- 7.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.
- 7.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:
 - (a) issuing notices of general meetings and directors' meetings;
 - (b) taking minutes of general meetings and directors' meetings;
 - (c) keeping the records of the Society in accordance with the Act;
 - (d) conducting the correspondence of the Board;
 - (e) filing the annual report of the Society and making any other filings with the registrar under the Act.
- 7.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.
- 7.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:
 - (a) receiving and banking monies collected from the members or other sources;
 - (b) keeping accounting records in respect of the Society's financial transactions;
 - (c) preparing the Society's financial statements;
 - (d) making the Society's filings respecting taxes.

Part 8 — Remuneration of Directors and Signing Authority

8.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

8.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- a. by the president, together with one other director,
- b. if the president is unable to provide a signature, by the vice-president together with one other director,
- c. if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- d. in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

CAROL PREST

NAME OF SOCIETY: BC TRADESWOMEN SOCIETY

Incorporation Number: S0066582

Business Number: 73716 4897 BC0001

Filed Date and Time: December 22, 2016 10:03 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

20 - 19051 119 AVE
PITT MEADOWS BC V3Y 2M8

Mailing Address:

20 - 19051 119 AVE
PITT MEADOWS BC V3Y 2M8

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

EWAN, NATALIE

Delivery Address:

6778 128B ST
SURREY BC V3W 7C4

Last Name, First Name Middle Name:

LANGEVIN, LISA

Delivery Address:

20 - 19051 119TH AVE AVE
PITT MEADOWS BC V3Y2M8

Last Name, First Name Middle Name:

PETERS, JULIE

Delivery Address:

305 - 163 5TH ST WEST
NORTH VANCOUVER BC V7M1J6

Last Name, First Name Middle Name:

WIET, NICOLE

Delivery Address:

4791 PORTLAND ST
BURNABY BC V5J 2P4



APPLICANTS FOR INCORPORATION

BC Society • Societies Act

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Business Number:

Filed Date and Time:

December 22, 2016 10:03 AM Pacific Time

APPLICANT INFORMATION

Last Name, First Name Middle Name:

LANGEVIN, LISA MARIE

Mailing Address:

20 - 19051 119 AVE
PITT MEADOWS BC V3Y 2M8

Last Name, First Name Middle Name:

NEIL, MICHELLE

Mailing Address:

4230 TRANS CANADA HWY
COBBLE HILL BC V0R 1L5

Last Name, First Name Middle Name:

PETERS, JULIA

Mailing Address:

305 - 163 5TH ST WEST
NORTH VANCOUVER BC V7M 1J6

Last Name, First Name Middle Name:

WIET, NICOLE

Mailing Address:

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CONSTITUTION

BC Society • Societies Act

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BRITISH
COLUMBIA

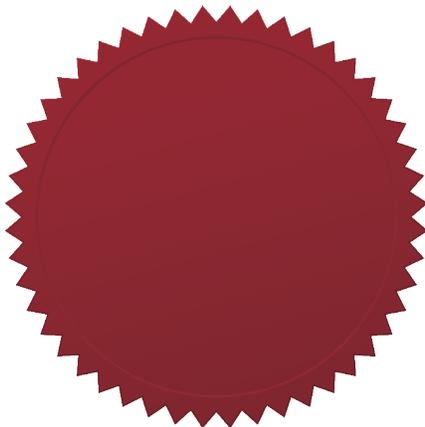
Number: S0066582

Societies Act
CERTIFICATE OF INCORPORATION

BC TRADESWOMEN SOCIETY

I Hereby Certify that ~

BC TRADESWOMEN SOCIETY was incorporated under the *Societies Act* on December 22, 2016 at 10:03 AM Pacific Time.



*Issued under my hand at
Victoria, British Columbia*

A handwritten signature in black ink, appearing to read "Carol Prest".

CAROL PREST

REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA