



# EMERGENCY VEHICLE TECHNICIANS ASSOCIATION OF BC

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ADOPTED: JUNE 1, 2017

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## **CONSTITUTION**

### **NAME:**

Emergency Vehicle Technicians Association of B.C.

### **PURPOSE AND MANDATE:**

- To Maintain a high standard of Education and Professionalism while advancing Certification of the Emergency Vehicle Repair Technician.
- To establish the best practices in the Emergency Technical Field related to design and maintenance of Emergency Equipment and apparatus.
- To unite to exchange information and ideas to the Association's mutual benefit and to increase opportunities for networking.
- To promote goodwill, friendship and camaraderie among members.

## **BYLAWS**

### **ARTICLE 1: THE ASSOCIATION**

The Association may do such things as approved by the Executive Board of the Association, that may be necessary to raise funds to carry out the objectives of the Association, and may accept donations or grants.

### **ARTICLE 2: MEMBERSHIP**

#### **2.1 Classes of Membership**

- a) All members of this Association shall be subscribers of the Constitution, Bylaws and Code of Ethics, along with those persons admitted to membership therein according to the Bylaws.
- b) Subject to the provisions of the Bylaws there shall be four (4) classes of membership described as follows:

##### Active Members:

Active Members of this Association shall be those individuals who actively repair and maintain Emergency Vehicles and Apparatus within, but not limited to the Province of British Columbia.

##### Corporate Members:

Corporate members of this Association shall be any company, dealer or supplier who are interested in supporting and furthering the goals of the Association. A dealer who represents many companies will still be considered one membership. Each subsidiary company of another company shall be considered a separate membership.

##### Retired Members:

Retired members of this Association shall be those individuals who are no longer involved in the maintenance of emergency equipment, are interested in furthering the goals of the Association and who have previously been an Active Member in good standing. Should a member retire from his/her field while holding office, they may choose to finish their term of office.

##### Honorary Life Members:

Honorary Life members of this Association may be conferred upon any member or other person who has exceptionally or meritoriously served the Association by some act or service. A notice of motion outlining the merits of the nomination for Honorary Life Membership shall be submitted in writing to the Secretary of the Association. The motion shall be presented to the membership at the first Annual General Meeting. At no time shall the combined number of Corporate, Retired or Honorary Life members exceed the number of Active members of the Association.

## **2.2 Privileges**

- a) Active members in the Association shall be entitled to such rights and privileges as prescribed from time to time by the Executive Board. Each Active member shall be entitled to one vote.
- b) Corporate, Retired and Honorary Life members shall enjoy all the privileges of the Active members, except that of elected office and voting privileges.
- c) All Training Seminars hosted by the Association are considered a privilege of membership and only those members in good standing as defined in Article 2, Section 2.3. will be permitted to register.

## **2.3 Maintaining Membership in Good Standing**

- a) All membership dues must be paid annually in order to retain membership privileges.
- b) A person or organization shall cease to be a member of the Association and will be removed from the membership roster:
  - Upon receipt of a written letter of resignation addressed to the Executive Board of the Association;
  - Upon that person's death, or in the case of an organization, upon dissolution; or
  - Upon having been delinquent in paying membership dues in arrears (see Section 2.6) as requested by the Executive Board of the Association.

## **2.4 Membership Dues**

- a) The amount of the annual membership dues for Active and Corporate members shall be determined at the Annual General Meeting of the Association.
- b) Retired members, Honorary Life members, and Executive Board members shall be exempt from payment of membership dues.
- c) Annual membership dues will be invoiced in January and are due by March 1<sup>st</sup> of that same year.
- d) Active and Corporate members of the Association who have not paid their annual membership dues as set out above will be considered to be in arrears.

## **2.5 Fiscal Year**

The Fiscal year of the Association shall start on July 1 and end on June 30 of the following calendar year.

## **2.6 Arrears**

- a) In September of each year, the Executive Board shall be provided with a list of those members whose membership dues are in arrears as described in Section 2.4. d) of these Bylaws.
- b) Each Member on the list shall be notified of their arrears and given (60) calendar days from the date of notice to respond. If no response or subsequent payment of the amount owing is received from the Member after that time, their name will be struck from the membership roster.

## **2.7 Reinstatement**

- a) Any former Member who has been struck from the membership roster may apply for reinstatement by submitting a written request to the Executive Board of the Association.
- b) The Executive Board shall consider each request for reinstatement on a case by case basis and rule on such applications.

## **ARTICLE 3: THE EXECUTIVE BOARD**

### **3.1 Structure**

- a) The Executive Board of the Association shall be comprised of the following Officers: President, Vice President, Treasurer, Secretary and Senior Director.
- b) Private Contractors may be hired or persons employed to assist with performing the administrative functions of the Association as the Executive Board sees fit.
- c) Members of the Executive Board of the Association shall receive notification at least fourteen (14) calendar days prior to any meeting or conference where their presence is required at said meeting.
- d) The Executive Board shall meet at least once a per year at the time of the Annual General Meeting of the Association. Thereafter they shall meet or conference as deemed necessary by the Executive Board.

### **3.2 Quorum**

- a) Three (3) members of the Executive Board shall constitute a quorum.
- b) The presiding Executive Board members shall have one vote, but no casting vote.
- c) In the case of a tie vote, the question shall be deemed to be defeated.

### **3.3 Eligibility**

Only Members of this Association who are in good standing shall be eligible to participate on the Executive Board.

### **3.4 Terms of Office**

- a) The Executive Board shall be elected at the Annual General Meeting of the Association.
- b) The President, Vice President, Secretary, Treasurer and Senior Director shall each serve for a term of three (3) years with the President and the Secretary being elected at alternate Annual General Meetings to the other Board Members.
- c) If requested by the Executive Board, the immediate past President shall avail himself for one year in an advisory capacity.

### **3.5 Elections**

- a) Election shall be by ballot or majority vote by show of hands.
- b) Proxy voting shall not be allowed.

### **3.6 Vacancies**

- a) In the event that a position vacancy occurs during the year among the elected Officers of the Executive Board, the vacant position shall be filled by an appointment made by the President.
- b) In the event that the position of President becomes vacant, the Executive Board shall automatically appoint the Vice President to serve the remainder of the term. In all cases, the appointment shall stand only until the next Annual General Meeting, where upon the position of President shall be filled by election.

## **ARTICLE 4: DUTIES OF THE EXECUTIVE BOARD /CONTRACTORS/ EMPLOYEES**

### **4.1 President**

- a) The President shall supervise all activities of the Association, execute all instruments on its behalf, preside at all meetings of the Executive Board, and shall exercise all other functions as directed by the membership.
- b) The President shall be an ex officio member of all Committees struck by the Executive Board of the Association.

#### **4.2 Vice-President**

- a) The Vice President shall act for the President in their absence.
- b) The Vice President may perform such other duties as may be assigned by the Executive Board.

#### **4.3 Secretary**

- a) The Secretary shall be responsible to attend and record the proceedings of all Annual General Meetings and Special Meetings of the Association. A copy of all meeting minutes shall be forwarded to the Administrator for record keeping purposes.
- b) The Secretary shall accept and acknowledge all correspondence received at an Annual General Meeting and forward copies to the President who will ensure it is received by the Administrator for filing and record keeping purposes.
- c) The Secretary shall perform such other duties as may be assigned by the Executive Board from time to time.

#### **4.4 Treasurer**

- a) The Treasurer shall be the custodian of all funds of this Association.
- b) The Treasurer shall ensure that an account is opened in a duly recognized banking house in which to deposit all monies received by the Association.
- c) The Treasurer shall review all bookkeeping records and bank statements of the Association on a monthly basis and shall submit a detailed financial statement and written report to the Annual General Meeting.
- d) The Treasurer shall ensure that the books are closed at the end of the fiscal year and that all financial statements and supporting information is gathered and made available in preparation for the year-end review.
- e) The Treasurer is responsible to ensure that the books are reviewed annually by an independent third party with an accredited designation.
- f) All cheques issued by the Association shall be signed by any two of the Treasurer, President, Secretary, or Senior Director for ease of operation.

#### **4.5 Training Seminars Coordinator / Contract Position**

The duties for the position of Training Seminars Coordinator shall be determined by the Executive Board and shall be outlined in the form of a job description.



#### **4.6 Administrator / Paid Position as Employee**

The duties for the position of Administrator shall be determined by the Executive Board and shall be outlined in the form of a job description.

### **ARTICLE 5: STANDING COMMITTEES**

#### **5.1 Budget Committee**

The Budget Committee shall be comprised of the Secretary, Treasurer and one other Officer as directed by the Executive Board to prepare and review the annual budget for the next fiscal year.

#### **5.2 Nomination Committee**

The Nomination Committee shall consist of Executive Board members selected by the President. They shall present to the Annual General meeting, the names of those members whom they recommend to fill the Executive positions whose terms have expired.

### **ARTICLE 6: SPECIAL COMMITTEES**

Special Committees shall be appointed by the President by way of a motion, passed at the Annual General Meeting. Any Special Committee shall act as directed until the Committee is dissolved.

### **ARTICLE 7: ANNUAL GENERAL MEETING**

#### **7.1 Location**

The Annual General Meeting of the Association shall be held in the Province of British Columbia, as part of the annual Training Seminars week on a day and time selected by the Executive Board. The Annual General Meeting shall be conducted using Robert's Rules of Order.

#### **7.2 Notice and Agenda**

- a) A Notice of Annual General Meeting shall be sent electronically to each member on the current membership roster by email and posted on the Association website at least fourteen (14) days in advance of the Meeting date. The Notice of Annual General Meeting shall include an Agenda package complete with the proposed resolution(s) and all relevant information relating to the matter(s) to be discussed.
- b) Hard copies of the Annual General Meeting Agenda package shall be provided to all members who are registered and in attendance at Training Seminars as part of their welcome package.

- c) Any member in good standing as described in Article 2, Section 2.3 may attend the Annual General Meeting. All Members attending the Annual General Meeting will be required to sign-in on the current membership roster upon arrival.

### **7.3 Quorum**

The quorum for the Annual General Meeting shall be set at 25% of those members who are registered and in attendance at the Training Seminars on the date of the meeting.

### **7.4 Notice of Motion**

Any Notice of Motion coming from the floor during an Annual General Meeting shall be put in writing and submitted to the Secretary for the next subsequent Annual General Meeting or to a Special Meeting where it shall be put to a vote by the membership.

### **7.5 Minutes**

The minutes of the Annual General Meeting shall be recorded by the Secretary, or in their absence another member of the Executive Board as appointed by the President. When complete, the minutes shall be forwarded to the Administrator to be filed and placed on the Agenda of the next subsequent Annual General Meeting for adoption by the membership.

## **ARTICLE 8: AMENDMENTS**

### **8.1 Special Resolution**

- a) The Constitution or Bylaws of the Emergency Vehicle Technicians Association of British Columbia may not be amended without a Special Resolution passed by its members at an Annual General Meeting. A 2/3 vote result is required to pass any Special Resolution to amend the Constitution or Bylaws.
- b) Proposed amendments to the Constitution or Bylaws shall be submitted in writing to the Executive Board of the Association at least thirty (30) calendar days prior to the date of the Annual General Meeting where they are to be presented for the vote.
- c) Notification of the proposed amendments shall be provided as part of the Notice of Annual General meeting as stated in Article 7, Section 7.2

## **ARTICLE 9: SPECIAL MEETINGS**

### **9.1 Location**

All Special Meetings of the general membership shall be held in the Province of British Columbia and may be called by the President at the request of the Executive Board, or by 20% of the paid membership. The Special Meeting shall be conducted using Robert's Rules of Order.

## **9.2 Notice and Agenda**

- a) A Notice of Special meeting shall be sent electronically to each member on the current membership roster and posted on the Association website at least fourteen (14) days in advance of the Meeting date. The Notice of Special Meeting shall include an Agenda package complete with the proposed resolution(s) and all relevant information relating to the matter(s) to be discussed. Hard copies of the Special Meeting Agenda shall also be made available at the meeting.
- b) Any member in good standing as described in Article 2, Section 2.3 may attend the Special Meeting. All members attending a Special Meeting of the Association are required to sign-in on the current membership roster upon arrival.

## **9.3 Quorum**

Twelve (12) members of the Association who are in good standing shall constitute a quorum at a Special Meeting.

## **9.4 Minutes**

The minutes of the Special Meeting shall be recorded by the Secretary, or in their absence another member of the Executive Board as appointed by the President. Upon completion, the minutes shall be forwarded to the Administrator to be filed and placed on the Agenda of the next subsequent Annual General Meeting for adoption by the membership.

## **ARTICLE 10: RESOLUTIONS**

Resolutions (except Special Resolutions as described in Article 8) shall be in writing, signed by a member in good standing and be submitted to the Executive Board at least sixty (60) calendar days prior to the Annual General Meeting.

## **ARTICLE 11: DISSOLUTION CLAUSE**

By ordinary resolution and majority vote, the Emergency Vehicle Technicians Association of British Columbia may apply to the corporate registry to be stricken from the file and surrender their Certificate.

The Association shall follow proper wind-up procedures as set out by the Societies Act and will disperse all funds and assets. The Association shall attempt to find a good cause or another way to disperse any remaining assets.

- *Adopted at the Annual General Meeting held on June 1, 2017 in Vernon, BC*