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CAROL PREST

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **FIRST NATIONS' EMERGENCY SERVICES SOCIETY OF B.C.**

Incorporation Number: S0032663
Business Number: 89488 4246 BC0001
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The name of the Society is **FIRST NATIONS' EMERGENCY SERVICES SOCIETY OF B.C.**

The purposes of the Society are:

- a) To provide rural First Nations communities with assistance to develop emergency preparedness and response plans,
- b) To provide training to rural First Nations communities with regard to fire services, forest fuel management, and related emergency events,
- c) To provide rural First Nations communities with internet access to allow for increased access to emergency, health, educational and other government services,
- d) To advance education by providing information on fire safety, emergency preparedness and forest fuel management to rural First Nations communities, and
- e) To do all such things as are ancillary and incidental to the attainment of the purposes of the Society.




CAROL PREST

BYLAWS

Part 1 - Interpretation

- 1.1** In the constitution and the bylaws:
- a) "Act" means the Societies Act, and "Regulations" means any regulations enacted under the Act,
 - b) "AGM" means an annual general meeting,
 - c) "Board" or "Board of Directors" means the directors of the Society for the time being, acting as a body,
 - d) "director" means a director of the Society,
 - e) "First Nation" means a Band as defined by the *Indian Act*, R.S.C. 1985, c. I-5, as amended from time to time,
 - f) "First Nation Emergency Services Entity" includes a crew, committee or organized group of a First Nation responsible for any emergency services including, but not limited to, such things as a fire department, first responders, emergency first aid or ambulance attendants, search and rescue, forest fire suppression, auxiliary coast guard and police officers,
 - g) "general meeting" includes an AGM and a special general meeting,
 - h) "member" means a member of the Society,
 - i) "registered address" means a member's address as recorded in the register of members,
 - j) "Reserve" means an Indian Reserve as defined by the *Indian Act*, R.S.C. 1985, c. I-5, as amended from time to time,
 - k) "Society" or "FNESS" means First Nations' Emergency Services Society of B.C.,
 - l) "constitution", "bylaws", "special resolution" and "ordinary resolution" have the meaning given to them in the Act,
 - m) "written" means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, e-mail, and fax,
 - n) the singular includes the plural and vice versa, and
 - o) persons include corporations and associations.
- 1.2** 1) The definitions in the Act apply to the bylaws.
2) if there is a conflict between the bylaws and the Act or the Regulations, the Act or the Regulations, as the case may be, prevail.
- 1.3** The Society must on request provide a member a copy of the current constitution and bylaws, without charge.
- 1.4** The constitution and bylaws can only be altered by special resolution.
- 1.5** The Society must not distribute any of its money or other property except as permitted by the Act.
- 1.6** The activities and purposes of the Society must be carried on without purpose of gain for its members, and any income, profits or other accretions must be used to promote the purposes of the Society. This provision was previously unalterable.

1.7 In the event of the winding-up or dissolution of the Society, all the assets of the Society remaining after the payment or satisfaction of its liabilities, including the remuneration (if any) of a liquidator, payment to employees of the Society of any arrears of salaries or wages, and payment of any debts of the Society, must be given to organizations that are registered charities as described in the Income Tax Act (Canada) and that:

- a) have purposes similar to those of the Society, or
- b) are designated by the members of the Society at the time of winding-up or dissolution.

This provision was previously unalterable.

1.8 An elected Director must be a member of a First Nation. This provision was previously unalterable.

Part 2 - Membership

- 2.1**
- 1) The members of the Society are the applicants for incorporation and those persons who subsequently become members in accordance with the bylaws and who, in either case, have not ceased to be members.
 - 2) There are three categories of members: General Members, Honourary Members, and Associate Members.
 - 3) A General Member is a person who is 18 years of age or older and who is a member of a First Nation or of a First Nations Emergency Services Entity, or both.
 - 4) An Honourary Member is a person who:
 - a) is a member of a First Nation,
 - b) has made an extraordinary contribution to the Society, and
 - c) is appointed for life, by ordinary resolution.
 - 5) An Associate Member is a corporation, association or other organization, whether incorporated or not.
 - 6) A person who is or was within the preceding six months an employee or contractor of the Society may become a member, but cannot vote, or be a director.

2.2 An application for membership must:

- a) be in writing and in a form approved by the Board,
- b) include the full name, address, e-mail address, and telephone number of the applicant,
- c) indicate the category to which the applicant wishes to belong,
- d) In the case of an applicant for Associate Membership, appoint an Authorized Representative,
- e) include such other information as the Board may require, and
- f) include annual membership dues, if required.

- 2.3**
- 1) A person may apply to the Board for membership, and on acceptance by the Board and payment of annual membership dues (if required) is a member.
 - 2) The Board may in its sole discretion approve, postpone, or refuse an application for membership.

- 3) The amount of annual membership dues for General Members must be set by resolution of the Board. An Honourary Member pays no membership dues.
 - 4) An application for membership received 30 days or fewer before a general meeting must be postponed until after that meeting.
- 2.4**
- 1) A membership is from January 1st – December 31st, and must be renewed annually.
 - 2) The Society must send a membership renewal notice to each member a reasonable time before the date on which membership must be renewed.
 - 3) A person who joins on or before September 30th is in good standing with respect to payment of annual membership dues until December 31st of that year.
 - 4) A person who becomes a member on or after October 1st is in good standing with respect to payment of annual membership dues until December 31st of the following year.
 - 5) The Directors may waive the payment of annual membership dues, and extend or adjust the membership year for new members, where it would be just and equitable to do so.
 - 6) Except where determined by the Act or the bylaws, the rights and responsibilities of members must be determined by resolution of the Board.
- 2.5** Every member and director must uphold the constitution, and must comply with:
- a) the Act,
 - b) the bylaws,
 - c) any rules, regulations and policies made by the Society, and
 - d) any rules of order governing the conduct of general meetings and of meetings of the Board.
- 2.6** A member ceases to be a member on:
- a) delivering a written resignation to the Society,
 - b) death,
 - c) in the case of an Associate Member, on dissolution or winding-up,
 - d) having been a member not in good standing for 30 days, or
 - e) being expelled.
- 2.7** A member becomes a member not in good standing on failing to pay:
- a) a debt due and owing to the Society, or
 - b) annual membership dues by the date set by the Board.
- 2.8**
- 1) A member may be expelled by special resolution.
 - 2) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - 3) A member who is the subject of a proposed special resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.

- 2.9** 1) A member may be suspended or expelled for conduct substantially prejudicial to the Society, by a resolution of which not fewer than 75% of the directors then in office are in favour.
- 2) A member who is the subject of a proposed directors' resolution for suspension or expulsion must be given:
- a) reasonable notice of the meeting at which it will be proposed,
 - b) a brief statement of the reason or reasons for the proposed suspension or expulsion, and a reasonable opportunity to be heard at the meeting before the resolution is voted on.

Part 3 - Meetings of Members

- 3.1** 1) General meetings must be held at the time and place, in accordance with the Act and the bylaws, that the Board determines.
- 2) An AGM must be held at least once in every calendar year.
- 3) Every general meeting, other than an AGM, is a special general meeting.
- 3.2** 1) The Board may when it thinks fit convene a special general meeting.
- 2) The members may requisition a general meeting under the Act.

Part 4 - Notice to Members

- 4.1** 1) Notice of a general meeting must:
- a) specify the place, day and hour of meeting,
 - b) include the text of any special resolution to be proposed at the meeting,
 - c) 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, and
 - d) be sent to all members not fewer than 14 days but not more than 60 days before the meeting.
- 2) The accidental omission to send notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate any proceedings at that meeting.
- 4.2** 1) Notice of a general meeting must be given to:
- a) every member shown on the register of members on the day notice is given, and
 - b) the auditor, if any.
- 2) No other person is entitled to receive a notice of general meeting.
- 4.3** A notice may be given to a member either personally, by mail, by e-mail or by other electronic means to the member at the member's address or e-mail address, as shown in the register of members.
- 4.4** 1) A notice sent by mail from the Society's office is deemed to have been received two days after being mailed.
- 2) A notice sent by e-mail or other electronic means is deemed to have been received 24 hours after being sent.

4.5 A member must promptly and in writing notify the Society of any change in the member's name, address, e-mail address, Authorized Representative, or telephone number.

Part 5 - Proceedings at General Meetings

- 5.1**
- 1) The business at an AGM is to:
 - a) elect a chair, if required,
 - b) determine that there is quorum,
 - c) welcome to territory of host,
 - d) adopt rules of order,
 - e) approve the agenda,
 - f) minutes of the last AGM and any intervening general meetings,
 - g) consider the report of the Board on its activities and decisions since the last AGM,
 - h) receive the financial statements for the previous financial year, and the auditor's report (if any) on them,
 - i) appoint an auditor, if any,
 - j) elect directors,
 - k) business arising out the financial statements, the auditor's report, the report of the Board, and any matter about which notice has been given in the notice of the meeting,
 - l) special resolutions, if any, of which notice has been given as required by the Act and the bylaws,
 - m) any members' proposals under section 81 of the Act, and
 - n) adjourn.
 - 2) The financial statements presented to an AGM must comply with the Act.
 - 3) The business at a special general meeting is limited to:
 - a) adopting rules of order,
 - b) that set out in a requisition under bylaw 3.2, if applicable, and
 - c) that determined by the Board under bylaw 3.2.
 - 4) A general meeting must be held on a Reserve.
- 5.2**
- 1) Quorum at a general meeting is three voting members present at all times.
 - 2) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time unless a quorum of voting members is present.
 - 3) 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) A person who is entitled to participate in a general meeting may do so by telephone or other communications medium if all of the persons participating in the meeting, whether by telephone, by other communications medium or in person, are able to communicate with each other. The Society is not obligated to take any action to facilitate the use any communications medium at a general meeting.

5.3 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 a requisition of members, the meeting is terminated, and
- b) in any other case, the meeting stands adjourned to a time and place determined by the Board but not more than 14 days later, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time set for meeting, the voting members who are present constitute a quorum for that meeting.

5.4 1) A general meeting can only be adjourned by ordinary resolution.

2) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

3) When a general meeting is adjourned for thirty days or more, notice of the adjourned meeting must be given as for the original meeting.

4) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

5.5 1) The President must chair each general meeting.

2) If the President is not present within 15 minutes after the time set for a meeting, or is unable or unwilling to act as chair, the Vice-President must be chair.

3) If neither the President nor the Vice-President is present within 15 minutes after the time set for a meeting, or neither of them is able or willing to act as chair, the members present may elect a member who is present to be chair.

5.6 1) The chair of a general meeting must not vote, except in the case of a secret ballot, or so as to decide a tied vote.

2) A resolution proposed at a general meeting must be seconded, and the chair must not move a resolution.

5.7 1) Each General Member who is in good standing and each Honourary Member is a voting member, and has the right to one vote at a general meeting.

2) A General Member who is or was within the preceding six months an employee or contractor of the Society, and an Associate Member, cannot vote.

3) A question, resolution, or motion arising at a general meeting must be decided by ordinary resolution, unless it must under the Act or bylaws be decided by special resolution, or is another resolution having a higher voting threshold than that of an ordinary resolution.

- 4) Voting must be by show of hands, except when a secret ballot is required by:
 - a) the bylaws or Act,
 - b) ruling of the chair, or
 - c) ordinary resolution, voting on which must be by show of hands.
- 5) The chair of a meeting must announce the outcome of each vote, which must be recorded in the minutes of the meeting.

5.8 1) Proxy voting is permitted.

2) A voting member may appoint another such member to act and vote as the member's proxy at a general meeting.

3) A member must not hold more than three proxies.

4) The instrument appointing a proxy must be in the following form, or in any other form that the Board approves:

I, _____, of _____, hereby appoint _____, of _____, as my proxy to vote for me and on my behalf at the general meeting of First Nations' Emergency Services Society of B.C. on the ___ day of _____, 20___, and at any adjournment thereof.

Signed at _____ this _____ day of _____, 20___.

5) A proxy must be received not fewer than 15 days before the time set for the start of a general meeting.

6) A proxy is only valid for the meeting for which the proxy is given, and any adjournment of that meeting.

5.9 Subject to the Act and the bylaws, a general meeting may adopt rules of order, but if it does not do so, then the most recent edition of Rules of Order must be used.

Part 6 – Board of Directors

6.1 Subject to the Act, the Regulations, the constitution and the bylaws, the Board must manage, or supervise the management of, the activities and internal affairs of the Society.

6.2 1) A director must, when exercising the powers and performing the functions of a director:

- a) act honestly and in good faith with a view to the best interests of the Society,
- b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,
- c) act in accordance with the Act and Regulations, and
- d) subject to paragraphs (a) to (c), act in accordance with the bylaws.

2) Without limiting subsection (1), a director, when exercising the powers and performing the functions of a director, must act with a view to the purposes of the Society.

3) This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.

- 4) Nothing in a contract or the bylaws relieves a director from:
- a) the duty to act in accordance with this Act and the Regulations, or
 - b) a liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the Society.

- 6.3**
- 1) There must be six directors, including one appointed by First Nations Forestry Council.
 - 2) An elected director has an ordinary term of office of three years, beginning at the adjournment of the AGM at which the director is elected, and ending at the adjournment of the AGM three years later.
 - 3) An elected director, and a candidate for election as a director, must:
 - a) be qualified to be a director under section 44 of the Act,
 - b) provide such personal and other information as the Board or members may reasonably require to ensure the faithful discharge of a director's duties,
 - c) be nominated by two General Members, or the Board,
 - d) be a General Member who is in good standing,
 - e) not be an employee or contractor of the Society, or have been an employee or contractor within the preceding six months,
 - f) have been a member of the Society for not fewer than 30 days, and
 - g) consent to being a director, in person or in writing.
 - 4) So far as is reasonably practicable:
 - a) at the AGM to be held in 2018, two directors must be elected for three year terms, and
 - b) at the AGM to be held in 2019, three directors must be elected for three year terms.
 - 5) In an election of directors:
 - a) each voting member has a number of votes equal to the number of positions to be filled, but must not cast more than one vote for any candidate, and
 - b) where the number of candidates is equal to or less than the number of vacancies, the candidates are elected.
 - 6) An election must be by secret ballot, unless the members present unanimously agree that the election be by show of hands, or the number of nominees is equal to or fewer than the number of positions to be filled, in which case the candidate or candidates must be declared to be elected.
 - 7) A director may be re-elected.
 - 8) One director must be appointed in writing by First Nations Forestry Council. Should that director cease to be a director under bylaw 6.4 (2), First Nations Forestry Council must promptly appoint a replacement.

- 6.4** 1) An elected director ceases to be an elected director on:
- a) the end of the director's term of office, unless the director is re-elected,
 - b) resigning in writing,
 - c) being
 - d) ceasing to be a member in good standing,
 - e) being removed from office pursuant to bylaw 6.6,
 - f) death,
 - g) becoming incapable of performing the duties of a director, or
 - h) failing to attend three consecutive meetings of the Board without the consent of the Board, which must not be unreasonably withheld.
- 2) A director appointed under bylaw 6.3 (8) ceases to be a director on:
- a) resigning in writing,
 - b) the appointment being revoked,
 - c) death,
 - d) becoming unable to perform the duties of a director, or
 - e) failing to attend three meetings of the Board in one year.
- 6.5** No act or proceeding of the Board is invalid only by reason that there are fewer directors in office than the number required by bylaw 6.3.
- 6.6** 1) The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.
- 2) The Board may remove a director before the expiration of the director's term of office by a resolution of which all the directors then in office except that director are in favour.
- 6.7** The Board may appoint a member who is qualified under bylaw 6.3 to fill a vacancy that arises on the Board pursuant to bylaw 6.4 (1), for a period ending at the next AGM. At that time a director must be elected for the balance of the term, if any.
- 6.8** A director must not be remunerated for being or acting as a director, but may be reimbursed for all expenses reasonably and necessarily incurred while engaged in the affairs of the Society.
- 6.9** A director and a senior manager must comply with the provisions of the Act with regard with regard to disclosure and to conflicts of interest.
- 6.10** A director must not be an employee or contractor of the Society for a period of one year after ceasing to be a director.

Part 7 - Proceedings of the Board

- 7.1** 1) The Board may meet together at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings, as it sees fit.
- 2) A meeting of the Board must take place on a Reserve.
- 3) Quorum at a meeting of the Board is a simple majority of the directors then in office, but must not be fewer than three.

4) A meeting of the Board may be called by:

- a) the President, or
- b) any three directors, or
- c) resolution of the Board.

5) Notice of a meeting of the Board is sufficient if properly addressed to every director, and sent by Canada Post or e-mail. Except where notice is waived by all directors, notice of a meeting of the Board must be given not fewer than five days before the meeting.

6) The accidental omission to give notice of a Board meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at that meeting.

7.2 When a meeting of the Board is held immediately following the election or appointment of a director or directors, it is not necessary to give notice of the meeting to the new directors for the meeting to be constituted, if a quorum is present.

7.3 A director may waive in writing notice of any meeting or meetings of the Board and may at any time withdraw the waiver, and until the waiver is withdrawn:

- a) no notice of meetings of the Board need be sent to that director, and
- b) all meetings of the Board, notice of which have not been given to that director are, if a quorum is present, deemed to be valid and effective.

7.4 1) Except where otherwise required, a question arising at a meeting of the Board or a committee must be decided by a majority of votes.

2) A resolution proposed at a meeting of the Board or a committee need not be seconded, and the chair of such a meeting may move or propose a resolution.

3) In the case of an equality of votes at a meeting of the Board or a committee, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the motion or resolution is defeated.

7.5 A resolution in writing signed by all the directors is as valid and effective as if regularly passed at a meeting of the Board.

7.6 1) The Board may as it thinks fit delegate any, but not all, of its powers to a committee, and appoint the members and chair of the committee.

2) The Board must by resolution determine the names, chair, members, authority and responsibilities of a committee.

3) A committee must conform to any rules imposed on it by the Board, and must report every act or thing done in exercise of its powers to the next following meeting of the Board.

7.7 Subject to the Act and the bylaws, the Board may adopt rules of order, but if it does not do so then the most recent edition of Robert's Rules of Order must be used.

Part 8 – Officers

8.1 1) The Board must at its first meeting following the AGM elect from amongst the directors a President, a Vice-President, a Secretary and a Treasurer, who are the elected officers, and may elect or appoint such other officers as it deems necessary. An elected officer must be elected for a term set by the Board, but that term must not be longer than that person's remaining term of office as a director.

2) The Board may by resolution:

- a) dismiss an elected officer at any time, and elect another director to take that person's place, and
- b) elect a director to take the place of an elected officer who has ceased to hold office for any reason.

3) An elected officer ceases to be an elected officer on:

- a) ceasing to be a director,
- b) being dismissed under bylaw 8.1 (2)(a), or
- c) resigning in writing.

8.2 The President:

- a) must supervise the other officers in the execution of their duties,
- b) must chair all meetings of the Board and all general meetings, and
- c) has the powers and duties generally pertaining to the office of President, subject to resolution of the Board.

8.3 In the absence or inability of the President, the Vice-President must perform the duties of the President.

8.4 The Secretary is responsible for doing, or making the necessary arrangements for:

- a) issuing notices and taking minutes of general meetings and Board meetings,
- b) keeping the records and documents of the Society in accordance with the Act, including the register of members,
- c) conducting the correspondence of the Society, and
- d) filing the annual report and making any other filings with the Registrar under the Act.

8.5 In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary.

8.6 The Treasurer is responsible for doing, or making the necessary arrangements for:

- a) receiving and banking all monies received by the Society,
- b) keeping accounting records in respect of the Society's financial transactions,
- c) preparing the Society's financial statements, and
- d) making the Society's filings with respect to taxes.

8.7 1) The Board may appoint an Executive Director, who may also be titled the Chief Executive Officer or General Manager, and determine the remuneration and terms and conditions of employment of that person.

2) The Executive Director:

- a) must be qualified under section 44 of the Act,
- b) is an appointed officer and a senior manager within the meaning of the Act,
- c) reports to the Board, and
- d) may receive notice of, attend, and speak at, but not vote at, Board meetings.

Part 9 – Borrowing and Investment

- 9.1** The Society may by resolution of the Board borrow money, and issue bonds, debentures, notes or other evidence of debt obligations.
- 9.2** The Board must only invest the funds of the Society in investments in which a prudent investor might invest.
- 9.3**
- 1) A member may without charge inspect a record that the Society is required to keep under section 20 of the Act.
 - 2) The Board may by resolution restrict the members' rights to inspect the register of members, under section 25 of the Act.
 - 3) A director may without charge inspect a record of the Society that the Society is required to keep under section 20 of the Act.
 - 4) A person other than a member or director cannot inspect the records of the Society, except as required or permitted by resolution of the Board, the bylaws, the Act, or another statute.
- 9.4** The Board must determine, by resolution, the:
- a) financial year of the Society, and
 - b) signing officers of the Society, and their authority.

Part 10 – Auditor

- 10.1** This Part applies only where the Society is required or has resolved to have an auditor.
- 10.2** At each AGM the Society may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next AGM, and determine the terms of engagement of the auditor, including whether the auditor will perform an audit, a review engagement, or another form of review.
- 10.3** An auditor may be removed by ordinary resolution.
- 10.4** An auditor must be promptly informed in writing of appointment or removal.
- 10.5** The auditor may attend general meetings.
- 10.6** The Board must fill all vacancies arising in the office of auditor between AGMs.