



## Peninsula Community Pickleball Club Notice of Annual General Meeting

The following is notice of an Annual General Meeting to be held by the Peninsula Community Pickleball Club (PCPC).

Date of Meeting: **June 8, 2024**

Location of Meeting: Centennial Park Club House Covered Picnic Shelter #2, Centennial Park, 7526 Wallace Dr, Saanichton, BC V8M 1V8, Canada

Time of Meeting: **9:30AM PT**

The purpose of the meeting will be to conduct general business and to vote on the attached Special Resolution.

### SPECIAL RESOLUTION

RESOLVED as a Special Resolution that the Peninsula Community Pickleball's Governing Documents be amended as follows and that the amendments be filed as required with the BC Registrar to take effect on June 8, 2024.

**Special Resolution: To adopt the following revisions to the Governing Documents of the Peninsula Community Pickleball Club.**

*Editor's Note: Language in underlined is inserted, language ~~crossed-out~~ is deleted.*

#### **Governing Document #1: PCPC Waiver of Liability and Membership Agreement**

PENINSULA COMMUNITY PICKLEBALL CLUB  
WAIVER OF LIABILITY AND MEMBERSHIP AGREEMENT

I recognize and understand that there are certain inherent risks [e.g., risk of injury due to falling or being hit with the ball – risk of collision with walls, nets, paddles and other players] to which I will be exposed **and** because of the nature and level of the sports activity in which I have agreed to participate. In consideration of being allowed to participate in the PENINSULA COMMUNITY PICKLEBALL CLUB (hereafter referred to as PCPC), and all related events and activities, I hold the PCPC and its representatives harmless should any injury or loss occur as a result of my participation in Pickleball or

any other associated activities. I acknowledge that the PCPC is neither liable nor responsible for any damage to, loss or theft of personal property. As part of the membership process, I have signed the Pickleball Canada Release of Liability and Waiver of Claims, which I understand includes the same Release and Waiver for the Peninsula Community Pickleball Club (PCPC).

I authorize the PCPC to contact me via email to keep in touch with Pickleball information, play opportunities, news, tournaments, sales, and so forth. As evidenced by my signature, I hereby, for my heirs, administrators and assigns, release, waive and hold harmless PCPC their directors, agents, coaches, instructors and other members of the association, sponsoring agencies, sponsors, advertisers and if applicable, owners and lessors of premises used to conduct the event, from any manner of claims or lawsuits that may result from my participation in this sport.

By signing this membership form, the applicant agrees to read, follow, and be bound by, the PCPC Governing Documents as revised from time to time, including but not limited to the PCPC Constitution, the PCPC Mandate and Vision, the PCPC Bylaws, the PCPC Code of Conduct, and the statement of PCPC Pickleball Safety and Etiquette Rules. I also agree to comply with the PCPC Waiver of Liability and Membership Agreement and the Pickleball Canada Release of Liability and Waiver of Claims.

Images (including ones of yourself) maybe captured during club play with PCPC. Those images maybe uploaded to ~~our~~ the PCPC Website, FB Page or Open Sports and/or used in ~~our~~ PCPC promotional material. You are agreeing to this use by signing this waiver. You may withdraw that permission in writing at any time by sending ~~us~~ PCPC an email at: info@communitypickleballclub.org

I have read the above and have signed voluntarily.

_____	_____
Printed Name	Signature
<hr/>	
<u>Email address</u>	
_____	_____
Date	Witness

## Governing Document #2: PCPC Code of Conduct

### PCPC Code of Conduct

PCPC is a community minded, socially responsible pickleball club that prioritises mutual respect and kindness over competition. **As such, it is mandatory that all Members agree to and follow the Peninsula Community Pickleball Club's Code of Conduct; This Code of Conduct document is a PCPC Governing Document, and as such, must be followed in order to maintain membership in the PCPC.**

1. **NO HARASSMENT** Under no circumstances should a Member display any behaviour or action that constitutes harassment, including sexual harassment; comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious is not tolerated by the PCPC.
2. **RESPECT OUR VENUES** Members are expected to care for our many play venues and their equipment and above all, respect the venue's staff and rules (e.g., indoor shoes only, parking requirements, noise, etc.).
3. **PLAY BY THE RULES** Learn and play by the official rules of pickleball as set out by USAPA and supported by Pickleball Canada and Pickleball BC.
4. **BE SAFE** Members must not engage in any behaviour that would endanger the health, safety or well-being of themselves or others. Members should use proper and safe equipment for the sport. For more information, review the PCPC document on Safety and Etiquette.
5. **SET A POSITIVE TONE** PCPC Members agree that the goal is to provide an environment where all players can play the game to the best of their ability, to learn, and to have fun.
6. **BE A GOOD SPORT** Good sportsmanship must always be exhibited when playing or observing others. Refusing to play with a less experienced player is considered unsportsmanlike as is using taunting, degrading or critical comments. Good-hearted, well-received ribbing is considered part of the game. Also be mindful of the difference between normal confident play and unnecessarily aggressive play. You should play with enough control to be able to choose a location for the ball that does not target or hurt another player.
7. **PROMOTE EQUAL PLAY** Members will follow the any paddle paddle/player rotation system in use during the PCPC event (as described on the PCPC website) at play venues ~~using multiple active courts~~ to ensure equal play time and a rotation of opponents. Members agree to abide by any PCPC bylaws that relate to play rotation and limits to court time.
8. **KEEP THE CLUB INTERESTS IN MIND** Members should endeavour to participate fully as a Club PCPC Member; to volunteer when opportunities arise, contribute to the Club's PCPC's operation, assist at events, and with equipment transfer. Play outside the Club PCPC is encouraged, however the use of Club PCPC resources or Club PCPC events to solicit Members for outside play is not acceptable.
9. **CLUB RESPONSIBILITY** It is the responsibility of the Board of Directors of the Club PCPC to investigate complaints about the Club PCPC or the conduct of its

Members ~~while at Club events and~~ during PCPC play and other events such as social events, league play, lessons, or tournaments, and respond accordingly. Any member of the PCPC may raise issues with the PCPC Board of Directors.

10. **Play to the Level of the Court** PCPC play opportunities are described by “level” (e.g., Beginner, Novice, Intermediate, Fusion, and Advanced Competitive.) Every member agrees to play to the level of the court. Remember, you can use any play opportunity to practice, learn, and enjoy being on the court. There’s always another game!
11. **No Shows are No Fun** It is understood and expected that from time to time you will have to cancel a play reservation and the system is designed to accommodate these changes. However, chronic, short-notice, and repetitive cancelations are disruptive to the other players and are not acceptable conduct.

### Governing Document #3: PCPC Pickleball Safety and Etiquette

#### PCPC Pickleball Safety and Etiquette

Fair play and sportsmanship are keys to success and enjoyment in any sport. Failure to comply with safety and etiquette puts all the players on the court at risk of injury and disrupts the playing time for every player. The PCPC has adopted Pickleball Safety and Etiquette practices to ensure safety and smooth operations on the pickleball courts support play so that no one gets hurt and everyone gets to enjoy their time on the court. This document is a PCPC Governing Document, and as such, must be followed ~~in order~~ to maintain membership in the PCPC.

#### Court Safety

1. Wear appropriate court shoes.
2. PCPC recognizes the significant risk of eye injury during play. PCPC strongly recommends wearing eye protection.
3. Do NOT back up on the court. For safety’s sake, turn and move sideways to reach balls that are beyond your reach. ~~Consider the~~ It is always an option ~~of just letting~~ to just let the ball go and ~~try~~ing for the next point.
4. Do NOT run into other active courts when playing your point.
5. Do NOT chase your ball through other active courts – wait for others to return your ball to you. Raise your arm to indicate you can receive the ball.
6. When retrieving a loose ball, look for players waving at you to receive the ball and, when possible, return ball behind courts. Don’t just slam the ball out of the way, ensure a loose ball is returned to the proper court.
7. STOP play immediately if a loose ball comes on your court or behind it – shout PICKLE. Return the loose ball to a player ready to receive it and replay your rally.
8. When going to and from a court be aware and stay well clear of other active players and courts.
9. Keep yourself well hydrated and wear sun protection.

10. Before the game begins, discuss with your partner how you will identify which player will take the ball. Have a system for “calling” the ball (“yours” or “mine”) and agree that if your partner calls the ball, you will get out of the way to ensure that they can play the ball safely.
11. You are expected to be in control of the balls that you hit and to be able to choose to hit the ball in a way that does not target or risk injuring another player. This includes being mindful of the “level” of play for the court and playing within that level.

## Court Etiquette

Etiquette: [ET - i - kit] defined as: “conventional requirements as to social behaviour; prescribed or accepted code of usage.”

1. At the beginning of the game introduce yourself, if not familiar with your partner or other players.
2. Call immediately and loudly if you or your partner land in the NVZ (kitchen) on a volley.
3. Be familiar with the rules of Pickleball USA Pickleball Official Rulebook Global Pickleball Federation Edition of Pickleball. For example,
  - a. Rule 13.D.1.a In the spirit of good sportsmanship, players are expected to call any type of fault on themselves as soon as the fault is committed or detected. The fault call must happen before the next serve occurs.
  - b. Rule 13.D.1.c “In non-officiated matches, players may call non-volley zone and service foot faults on the opponent's end of the court. If there is any disagreement among players about the called foot fault, a replay shall occur
  - c. Rule 13.D.1.d For non-officiated matches, if a player believes an opponent has committed any type of fault other than a service or non-volley zone foot fault as noted in section 7—Fault Rules, they may mention the specific fault to the opponent(s) but they have no authority to enforce the fault. **The final decision on fault resolution belongs to the player that allegedly committed the fault.**
4. You are expected to call any type of fault on your side of the court promptly, and the only faults you may call on your opponent during recreational play are foot faults (service and non-volley zone). Those are only enforceable as a fault if the person allegedly committing the foot fault agrees with your call; otherwise, it's a replay. In non-officiated matches, you can certainly mention other faults (like double bounces on the other side of the net) you think your opponent committed, but you have no authority to enforce them.

Remember, the only faults you may call on your opponent during recreational play are foot faults (service and non-volley zone). Those are only enforceable as a fault if the person allegedly committing the foot fault agrees with your call; otherwise it's a replay.

5. When you are playing in a non competitive situation take time once in a while to play with weaker players – they will be thrilled to have the experience and you can practice specific slower shots. If you are playing with weaker players work on shots that they can return and learn from.
6. If you are playing a stronger player, you can also benefit by hitting to them– it will make you a better player plus keep the game interesting for all who are playing.
7. Do not deliberately slam at weaker ~~or female~~ opponents. There is a line between hitting a winning shot and hitting an unnecessary shot.
8. ~~Once your game is finished, call out “Court” so the next group waiting knows it is their turn to play.~~ Sign up for the appropriate level of play (e.g., Beginner, Advanced, Fusion.) It is expected that every member will be aware of the level of the court and play according to that level.
9. Be aware of the play player rotation format when you show up at a court and agree to follow the specified group process for that play event. You may not get to play with a specific pairing every game. Be ready to play when it’s your turn.
10. Restrain from providing unsolicited coaching on the court. If someone asks for your input, do so briefly being mindful of the flow of the game. You can ask if a person wants feedback, but respect their answer.
11. When a ball on your side is out of bounds, call “out” loudly and immediately, as well as using a hand signal with your hand/arm pointing up.
12. ~~When courts are busy and you are on deck, have your foursome ready to move quickly to an open court.~~ Communication with your partner about strategy and positioning during play is expected and helpful, but random comments during play are discouraged as distracting to the other players.
13. Life sometimes gets in the way of your game and our system is designed to allow for cancellations and rescheduling. However, chronic, short-notice, repetitive cancelations are no fun for the other players or the administrative team and are not considered good member conduct.

#### PB RULES as well as Etiquette

1. You must call out the score, so your opponents can hear, before serving the ball.
2. The server must wait for the receiver to be ready before serving.
3. You may ask the opposition to help with a call, and if you do, their decision is FINAL .
4. If you did not see whether a ball bounced in or out on your side of the net–it is IN.

## Governing Document #4: PCPC Bylaws

### Bylaws of *Peninsula Community Pickleball Club* (the “Society”)

#### PART 1 – DEFINITIONS AND INTERPRETATION

##### Definitions

###### 1.1 In these Bylaws:

“Act” means the *Societies 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.

“Governing Documents” means the PCPC Code of Conduct, [PCPC Waiver of Liability and Membership Agreement](#), [Pickleball Canada Release of Liability and Waiver of Claims](#), [PCPC Constitution](#), [PCPC Pickleball Safety and Play Etiquette](#), [PCPC Bylaws](#), and PCPC Mandate [and Vision](#) as amended from time to time.

[“PCPC” refers to the Peninsula Community Pickleball Club.](#)

[“Regulations” refers to the Societies regulations as drafted under the Societies Act.](#)

##### Definitions in Act apply

###### 1.2 The definitions in the Act [and regulations](#) apply to these Bylaws.

##### Conflict with Act or regulations

###### 1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

#### PART 2 – MEMBERS

##### Application for membership

###### 2.1 A person may apply to the Board for membership in the Society, and the person becomes a member upon joining PCPC through Pickleball Canada, paying the appropriate fees, signing the Waiver of Liability and Membership Agreement, and agreeing to comply with the Governing Documents.

[2.1.a. PCPC will, from time to time, temporarily stop accepting new members as necessary to ensure adequate resources available for existing members.](#)

[2.1.b. New members will not be added on a first come first served basis and will be added at the discretion of the Board based on needs and resources of the club.](#)

2.1.c Non members will be allowed to wait list for playing time and if allowed to play, non-members agree to comply with Governing Documents on the same conditions as a member of PCPC.

2.1.d Court time for members and non members will be regulated by the Board and its administrative team based on needs and resources of the club.

### **Duties of members**

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws and all of the Governing Documents.

2.2.a Members of the PCPC acknowledge that membership in PCPC is a privilege and not a right, and that if you choose to become a member of PCPC you are agreeing to play within the mission and vision of the PCPC as defined in our Governing Documents. Members who seek a different style of play are encouraged to choose other venues to find play opportunities that are more compatible with their personal goals.

2.2.b Member duties include playing to the level of the court, honouring your commitment to reserved play, and playing in a sportsmanlike manner at all times. Upon identifying member behaviour that is not consistent with these and other behaviours as defined in the Governing Documents, the PCPC Board will investigate the behaviour, communicate with the member, and determine whether additional action is required.

### **Amount of membership dues**

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

### **Member not in good standing**

2.4 A member is not in good standing if:

(a) the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

(b) the member fails, ~~in the opinion~~ as demonstrated by a majority vote of the Board, to comply with any of the Governing Documents.

### **Member not in good standing may not vote**

2.5 A voting member who is not in good standing

(a) may not vote at a general meeting, and

(b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members

### **Termination of membership if member not in good standing**

2.6 A person's membership in the Society is terminated:



- (a) immediately if the person fails to pay annual dues on the renewal date; or
  - (b) is not in good standing for failure to comply with the Governing Documents as determined by a majority vote of the Board.
- 2.7 If a person's membership is ~~to be terminated~~ being considered for termination by a vote of the Board, the Board will:
- a) send to the member written notice of the proposed discipline or expulsion, including reason, and
  - b) give the member a reasonable opportunity to make representations to the society respecting the proposed discipline or expulsion.
- 2.8 A member who has been found not in good standing for failure to pay annual dues may reapply for membership at any time
- 2.9 Membership will also terminate upon request of a member. No fees will be reimbursed.

### PART 3 – GENERAL MEETINGS OF MEMBERS

#### **Time and place of general meeting**

- 3.1 A general meeting must be held at the time and, if applicable, place the Board determines. Electronic meetings may be conducted as set out in the Act.

#### **Ordinary business at general meeting**

- 3.2 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.

#### **Notice of special business**

- 3.3 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.

#### **Chair of general meeting**

- 3.4 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 in attendance at the meeting, if both the president and vice-president are unable to preside as the chair.

### **Alternate chair of general meeting**

- 3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are in attendance must elect an individual present at the meeting to preside as the chair.

### **Quorum required**

- 3.6 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 in attendance.

### **Quorum for general meetings**

- 3.7 The quorum for the transaction of business at a general meeting is 3 voting members or 5% of the voting members, whichever is greater.

### **Lack of quorum at commencement of meeting**

- 3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not in attendance,
- (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 , if applicable, 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.

### **If quorum ceases to be present**

- 3.9 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 in attendance or until the meeting is adjourned or terminated.

### Adjournments by chair

- 3.10 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, if applicable, 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.

### Notice of continuation of adjourned general meeting

- 3.11 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.

### Order of business at general meeting

- 3.12 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, including review of documentation to confirm proxy authority granted as required by these bylaws;
  - (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.

### Methods of voting

- 3.13 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.

## Announcement of result

- 3.14 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.

## Proxy voting ~~not permitted~~

- 3.15 ~~Voting by proxy is not permitted.~~ Proxy voting is allowed under the following conditions:

- a. An appointment of a proxy holder:
  - i. must be in writing and include the name of the person assigning the proxy.
  - ii. must be to a member in good standing.
  - iii. will be good only for the meeting for which the proxy is issued.
  - iv. may be revoked at any time.
  - v. must be made by a member in good standing.
- b. Unless limited in the appointment, a proxy holder stands in the place of the voting member appointing the proxy holder. The proxy holder can do anything that the issuing member can do, including propose and second resolutions, participate in the discussion, and vote.
- c. The Board will not monitor the vote of the proxy or be responsible to ensure that the proxy holder votes as directed by the member issuing the proxy.

## Matters decided at general meeting by ordinary resolution

- 3.16 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.

## Matters decided by general or special resolution

- 3.17 A general resolution or a special resolution may be decided by voting at a general meeting, or by mail, voicemail, or another means of communication, including by fax, email, text, or other electronic means.

## PART 4 – DIRECTORS

### Number of directors on Board

- 4.1 The Society must have no fewer than 3 and no more than 11 directors.

## Election or appointment of directors

- 4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect ~~or appoint~~ the Board from a slate of nominees that was included in the notice of the annual general meeting. Each member of the Board of Directors must be elected by a majority vote of the voting members.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

Each member of the Board of Directors shall be a member of the PCPC in good standing and shall hold office for up to a three-year term.

The terms shall be staggered so that at the time of each annual meeting, the terms of at least half of all members of the Board of Directors shall expire. For the first annual general meeting at which the Board of Directors is elected, half of the nominees will serve a two-year term and the other half will serve a three-year term. At the next annual general meetings at which the director's term expires, all nominees to be elected at that annual general meeting will serve a three-year term.

## Directors may fill casual vacancy on Board

- 4.3 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 or to increase the number of directors.

## Term of appointment of director filling casual vacancy

- 4.4 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 5 – DIRECTORS' MEETINGS

### Calling directors' meeting

- 5.1 A directors' meeting may be called by the president or by any 2 other directors.

### Notice of directors' meeting

- 5.2 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

### Proceedings valid despite omission to give notice

- 5.3 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

### **Conduct of directors' meetings**

5.4 The directors may regulate their meetings and proceedings as they think fit.

### **Quorum of directors**

5.5 The quorum for the transaction of business at a directors' meeting is a majority of the directors.

### **5.6 Voting by Directors**

A vote of the directors may be decided by voting by mail, voicemail, or another means of communication, including by fax, email, text, or other electronic means. The directors of the society may pass a directors' resolution without a meeting if a majority of the directors' consent to the resolution voting by mail, voicemail, or another means of communication including by fax, email, text or other electronic means.

## **PART 6 – BOARD POSITIONS**

### **Election or appointment to Board positions**

6.1 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.

### **Directors at large**

6.2 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.

### **Role of president**

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties .

### **Role of vice-president**

6.4 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.

## Role of secretary

- 6.5 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.

## Absence of secretary from meeting

- 6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

## Role of treasurer

- 6.7 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 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

### Remuneration of directors

- 7.1 These Bylaws do not permit the ~~Society~~ PCPC to pay to a director remuneration for being a director, but the ~~Society~~ PCPC may, subject to the Act, pay remuneration to a director for services provided by the director to the ~~Society~~ PCPC in another capacity or for goods obtained on behalf of the PCPC with appropriate receipts or other acceptable records of the transaction.

### Signing authority

- 7.2 A contract ~~or other record~~ to be signed by the ~~Society~~ PCPC must be signed on behalf of the ~~Society~~ PCPC
- (a) by the president, together with confirmation from one other director.
  - (b) if the president is unable to provide a signature, by the vice-president together with confirmation of one other director,

(c) if the president and vice-president are both unable to provide signatures, by any ~~2~~  
one (1) other director with the confirmation of another director.

~~(d) in any case, by one or more individuals authorized by the Board to sign the record  
on behalf of the Society.~~

8. Any purchase on behalf of the PCPC that is to be reimbursed by PCPC must be  
approved by two members of the board.