



B . C . C . D . A .

**Mission,
Constitution
&
By-Laws**

(2017.11.24)

About Us

The **BRITISH COLUMBIA CAREER DEVELOPMENT ASSOCIATION (BCCDA)** is a non-profit professional association registered under the Society Act in the Province of BC. Incorporated in 2009, the BCCDA was formed through the merger of two successful, well established, BC career sector associations: BC Career Management Association (LMI Career Management Association of BC) and ENET Society (Employment, Network, Education and Training Society). As the services and memberships of these two associations converged, both boards and memberships voted to merge to create one streamline, stronger and more dynamic professional association for career and employment professionals in BC - the BCCDA.

Our Vision

We envision a future where BC and Canada are known for developing, retaining and supporting a fully engaged, competent and satisfied labour force:

- Where the workforce is flexible and able to adapt readily to economic change and emerging trends in the labour market
- Where every British Columbian and Canadian has a personal Career and Personal Development Plan and where Career Development (career planning, development and ongoing maintenance and management) are considered and promoted as an essential life/work skill, and
- Where career practitioners and the continuum of their services are known and understood by, and easily accessible to, all career development stakeholders (the public, government, current and potential practitioners, employers and HR professionals and referral agencies)

Our Mission and Purpose

In support of this vision, the mission and purposes of the BCCDA, as stated in our constitution, are:

CONSTITUTION

1. The name of the Society is **WC CAREER DEVELOPMENT ASSOCIATION OF BC.**
2. The purposes of the Society are:
 - (a) to establish, encourage and promote competencies, standards and ethical behaviour for career and employment professionals in British Columbia;
 - (b) to support and advance career development and employment practices and activities that enhance the career development and employment opportunities of Canadians within the local, national and global labour market; and

(c) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Society.

Our Activities and Strategies

To fulfill our purpose we currently engage in the following activities:

- Certify, train, develop, represent and promote Career and Employment Professionals (Career Practitioners) in BC
- Offer regular training days and networking events for members, providing a central networking, educational and training service for professionals in employment, rehabilitation, career-counselling and related fields
- Post and promote job openings, training opportunities and other sector events of interest to career and employment professionals
- Coordinate the annual Career Development Conference (CDC), Internationally Trained Professionals Conference (ITP) and other special member events
- Govern and manage the Certified Career Development Practitioner professional designation and establish, encourage and promote competencies and standards for career and employment professionals currently practicing or seeking to practice in BC
- Provide members with resources and tools for practice including publishing association journals, researching and listing sector related resources, conducting sector research and providing members with a variety of other opportunities to share knowledge and to network (Philosophers Cafe, Book Club)
- Undertake funded research projects and other labour market and career development sector contracts appropriate to the purposes and experience of the association's board members, staff and association members (ex. HRSDC/ government/foundation funded research, sector surveys and projects specific to non-profit professional associations)

In the near future, we plan to also undertake the following types of supports, services and projects:

- Expand the type, variety and number of benefits, discounts and privileges available to members and increase the value of association membership
- Build systems and resource banks for professional and technical support of practitioners in meeting their needs for resources and for continuing education
- Improve public access to and awareness of quality career services and career and labour market information
- Provide protection for the public seeking assistance through a complaint process involving the possible misconduct of members
- Provide information to the public on issues related to career and employment counselling and related programs and practices

- Assist government, agencies, employers, unions, professional associations, other organisations, learners, workers and individuals by providing access to quality career service resources and career and labour market information
- Promoting responsive, consumer-friendly and easily accessible career services and career and labour market information
- Expand association revenue streams to include affiliate links, sponsorships and advertising, publications and expanded training opportunities to the benefit of all members and the secure financial standing and long-term financial viability of the association
- Provide leadership for and promote the establishment of standards for the practice of career services and the development of career-and-labour-market information
- Govern certification for other career sector related professionals, or career and employment practice specialities, as requested or as the need is identified (ex. Settlement Workers), and
- Facilitate member access to current, quality training in career development and career and labour market information

Our Members

Our membership is comprised of professionals across the spectrum of career and employment practices and services in BC. These include professionals in employment, rehabilitation, career-counselling, human resource management, settlement, other and related fields, working in a wide range of environments including (but not limited to) government funded employment programs, non-profit and other community agencies, private career and employment service companies, employers, outplacement and career transitions services, independent/self-employed practitioners, public secondary and post-secondary schools, colleges, and universities and private training colleges.

FORM 3

SOCIETY ACT

CONSTITUTION

1. The name of the Society is **WC CAREER DEVELOPMENT ASSOCIATION OF BC.**
*(doing business as **BC Career Development Association**)*
2. The purposes of the Society are:
 - (a) to establish, encourage and promote competencies, standards and ethical behaviour for career and employment professionals in British Columbia;
 - (b) to support and advance career development and employment practices and activities that enhance the career development and employment opportunities of Canadians within the local, national and global labour market; and
 - (c) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Society.
3. The activities of the Society will be carried on without purpose of gain for its members and any income, profits or other accretions to the Society will be used in promoting the purposes of the Society.
4. Upon winding-up or dissolution of the Society, the funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of the liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, will be distributed to such not-for-profit organizations which have purposes as similar as possible to those of the Society as are designated by the Board .
5. Paragraphs 3, 4 and 5 are unalterable.

(2010.02.22)

**BYLAWS
of
WC CAREER DEVELOPMENT ASSOCIATION OF BC**

TABLE OF CONTENTS

PART 1. - INTERPRETATION	1
1.1 Definitions.....	1
1.2 <i>Society Act</i> Definitions.....	3
PART 2. - MEMBERSHIP	3
2.1 Admission to Membership	3
2.2 Classes of Membership.....	3
2.3 Eligibility for General Membership.....	3
2.4 Student Membership	4
2.5 Agency Membership.....	4
2.6 Application for Membership.....	4
2.7 Expulsion or Revocation of Membership.....	5
2.8 Process for Expulsion or Revocation	5
2.9 Cessation of Membership.....	5
2.10 Dues	5
2.11 Standing of Members	5
2.12 Compliance with Constitution, Bylaws and Policies	5
2.13 Membership not Transferable	6
PART 3. - MEETINGS OF MEMBERS	6
3.1 Time and Place of General Meetings.....	6
3.2 Extraordinary General Meeting	6
3.3 Calling of Extraordinary General Meeting	6
3.4 Notice of General Meeting.....	6
3.5 Contents of Notice.....	6
3.6 Omission of Notice	6
3.7 Annual General Meetings.....	6
PART 4. - PROCEEDINGS AT GENERAL MEETINGS	6
4.1 Special Business.....	6
4.2 Requirement of Quorum.....	7
4.3 Loss of Quorum.....	7
4.4 Quorum	7
4.5 Lack of Quorum.....	7
4.6 Chair.....	7
4.7 Alternate Chair	8
4.8 Adjournment.....	8
4.9 Notice of Adjournment.....	8
4.10 Ordinary Resolution Sufficient.....	8
4.11 Entitlement to Vote	8
4.12 No Casting Vote	8
4.13 Decisions by Show of Hands, Voice Vote or Secret Ballot.....	8
4.14 Voting by Proxy	8
4.15 Ordinary Resolution in Writing.....	9

4.16	Special Resolution in Writing.....	9
4.17	Copy of Special Resolution to be filed with the Registrar.....	9
PART 5.	- DIRECTORS	9
5.1	Powers of Directors	9
5.2	Management of Property and Affairs.....	9
5.3	Standards and Certification	9
5.4	Number of Directors	10
5.5	Election of Directors	10
5.6	Term of Office.....	10
5.7	Consecutive Terms	10
5.8	Term Limit	10
5.9	Election by Secret Ballot	10
5.10	Voiding of Ballot	10
5.11	Director Must be a Member.....	10
5.12	Election of Less than Required Number of Directors	10
5.13	Directors Subscribe to and Support Purposes	11
5.14	Replacement of Directors.....	11
5.15	Invalidation of Acts	11
5.16	Removal of Director.....	11
5.17	Ceasing to be a Director.....	11
5.18	Reimbursement of Directors' Expenses	11
5.19	Compensation of Directors.....	11
5.20	Powers of the Board.....	12
5.21	Investment of Property and Standard of Care.....	12
5.22	Investment in Mutual or Pooled Funds.....	12
5.23	Investment Advice	12
5.24	Delegation of Investment Authority to Agent.....	12
PART 6.	- PROCEEDINGS OF THE BOARD.....	12
6.1	Procedure of Meetings	12
6.2	Quorum	13
6.3	Chair of Meetings	13
6.4	Alternate Chair	13
6.5	Calling of Meetings.....	13
6.6	Notice	13
6.7	Passing Resolutions.....	13
6.8	No Casting Vote	13
6.9	Procedure for Voting	14
6.10	Resolution in Writing	14
PART 7.	- COMMITTEES	14
7.1	Standing and Special Committees	14
7.2	Delegation to Committees	14
7.3	Terms of Reference and Rules	14
7.4	Meetings.....	14
PART 8.	- DUTIES OF OFFICERS	15
8.1	Election of Officers	15
8.2	Secretary and Treasurer Required.....	15
8.3	Removal of Officers.....	15
8.4	Replacement	15
8.6	Duties of Secretary.....	15
8.7	Duties of Treasurer.....	15
8.8	Absence of Secretary at Meeting	16

8.9	Combination of Offices of Secretary and Treasurer	16
PART 9. – EXECUTION OF INSTRUMENTS		16
9.1	No Seal.....	16
9.2	Execution of Instruments.....	16
PART 10. - BORROWING		16
10.1	Powers of Directors	16
10.2	Issuance of Debentures	16
10.3	Restrictions on Borrowing Powers	17
PART 11. - AUDITOR.....		17
11.1	Requirement.....	17
11.2	First Auditor	17
11.3	Appointment of Auditor at Annual General Meeting	17
11.4	Removal of Auditor.....	17
11.5	Notice of Appointment.....	17
11.6	Restrictions on Appointment	17
11.7	Attendance at Annual General Meetings.....	17
PART 12. - NOTICES		17
12.1	Entitlement to Notice	17
12.2	Method of Giving Notice	18
12.3	When Notice Deemed to have been Received	18
12.4	Days to be Counted in Notice.....	18
PART 13. - MISCELLANEOUS.....		18
13.1	Inspection of Records.....	18
13.2	Participation in Meetings	18
13.3	Rules Governing Notice, Board Resolutions and Ordinary Resolutions	19
13.4	Right to become Member of other Society	19
13.5	Not a Reporting Society	19
13.6	Branch Societies	19
PART 14. - INDEMNIFICATION		19
14.1	Indemnification of Directors and Officers	19
14.2	Indemnification of Past Directors and Officers	19
14.3	Advancement of Expenses.....	19
14.4	Approval of Court and Term of Indemnification.....	19
14.5	Indemnification not Invalidated by Non-Compliance	20
14.6	Purchase of Insurance	20
PART 15. - BYLAWS		20
15.1	Entitlement of Members to copy of Constitution and Bylaws	20
15.2	Special Resolution required to Alter or Add to Bylaws	20

SOCIETY ACT
BYLAWS
of
WC CAREER DEVELOPMENT ASSOCIATION OF BC

PART 1. - INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) **“Address of the Society”** means the address of the Society as filed from time to time with the Registrar in the Notice of Address;
- (b) **“Agency Member”** means a firm, corporation, company, partnership, or organization which has become an Agency Member in accordance with these Bylaws and has not ceased to be an Agency Member, and an “Agency Member” means any one of them;
- (c) **“Board”** means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (d) **“Board Resolution”** means:
 - (i) a resolution passed at a duly constituted meeting of the Board by a simple majority of the votes cast by those Directors who are present and entitled to vote at such meeting; or
 - (ii) a resolution that has been submitted to all Directors and consented to in writing by 75% of the Directors who would have been entitled to vote on the resolution in person at a meeting of the Board;
- (e) **“Bylaws”** means the bylaws of the Society as filed in the Office of the Registrar;
- (f) **“Chair”** means a Person elected to the office of Chair in accordance with these Bylaws;
- (g) **“Code of Ethics”** means the code approved by the Board from time to time which establishes the standards for ethical behaviour for career and employment professionals;
- (h) **“Constitution”** means the constitution of the Society as filed in the Office of the Registrar;

- (i) **“Directors”** means those persons who have become directors in accordance with these Bylaws and have not ceased to be directors, and a “Director” means any one of them;
- (j) **“General Member”** means Persons who have become a General Member in accordance with these Bylaws and have not ceased to be a General Member, and a “General Member” means any one of them;
- (k) **“Income Tax Act”** means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (l) **“Members”** means the applicants for incorporation of the Society, those Persons who are, as of the date of incorporation, members in good standing of the ENET Society and the BC Career Management Association, and those Persons who have subsequently become General Members, Agency Members and Student Members in accordance with these Bylaws and, in every case, have not ceased to be members, and a “Member” means any one of them;
- (m) **“Ordinary Resolution”** means
 - (i) a resolution passed at a general meeting by the Members by a simple majority of the votes cast in person, or
 - (ii) a resolution that has been submitted to the Members and consented to in writing by 75% of the Members who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a general meeting of the Society;
- (n) **“Person”** means a natural person;
- (o) **“Registered Address”** of a Member or Director means the address recorded in the register of Members or the register of Directors;
- (p) **“Registrar”** means the Registrar of Companies of the Province of British Columbia;
- (q) **“Society”** means “WC Career Development Association of BC”;
- (r) **“Society Act”** means the *Society Act* R.S.B.C. 1996, c.433, as amended from time to time;
- (s) **“Special Resolution”** means:
 - (i) a resolution passed at a general meeting by a majority of not less than 75% of the votes of those Members who, being entitled to do so, vote in person,
 - (1) of which the notice that the Bylaws provide, and not being less than 14 days’ notice, specifying the intention to propose the resolution as a Special Resolution has been given, or

- (2) if every Member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given, or
- (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be a Special Resolution passed at a general meeting of the Society; and
- (t) **"Student Membership"** means Persons who have become a Student Member in accordance with these Bylaws and have not ceased to be a Student Member, and a "Student Member" means any one of them.

1.2 **Society Act Definitions**

The definitions in the *Society Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

PART 2. - MEMBERSHIP

2.1 **Admission to Membership**

Membership in the Society is restricted to the applicants for incorporation, those Persons who are, as of the date of incorporation, members in good standing of the ENET Educational Society and the LMI Career Management Association of BC and those Persons, firms, corporations, companies, partnerships, and organizations whose application for admission as a Member has been accepted by the Directors in accordance with these Bylaws.

Any firm, corporation, company, partnership or organization which is accepted as an Agency Member will identify, in writing, the individual who will exercise the Agency Member's rights and obligations of membership.

Each Member accepts and agrees to be governed by the rules and regulations and discipline process established by the Board in accordance with these Bylaws.

2.2 **Classes of Membership**

There will be three classes of voting membership in the Society: General Member, Student Member and Agency Member.

2.3 **Eligibility for General Membership**

In order to be eligible for General Membership, a Person must:

- (a) have attained the age of nineteen (19) years;
- (b) be a career or employment development sector professional, or a Person with an express interest in becoming a career or employment development professional; and
- (c) have demonstrated an interest in the purposes and activities of the Society.

In case of any ambiguity or doubt as to whether an applicant for General Membership is eligible, such ambiguity or doubt will be resolved by the Directors and their decision will be final and binding.

2.4 Student Membership

In order to be eligible for Student Membership, a Person must:

- (a) have attained the age of nineteen (19) years;
- (b) be enrolled in a post-secondary educational institution recognized by the Society; and
- (c) be registered in, and attending on a full or part time basis, a program that includes courses in career or employment development.

In case of any ambiguity or doubt as to whether an applicant for Student Membership is eligible, such ambiguity or doubt will be resolved by the Directors and their decision will be final and binding.

2.5 Agency Membership

In order to be eligible for Agency Membership, a firm, corporation, company, partnership or organization must be:

- (a) organized to assist, encourage, promote, provide services to, or support career or employment development or career and employment development professionals; and
- (b) interested in supporting and promoting the purposes and activities of the Society.

In case of any ambiguity or doubt as to whether an applicant for Agency Membership is eligible, such ambiguity or doubt will be resolved by the Directors and their decision will be final and binding.

2.6 Application for Membership

Applications for membership must:

- (a) be in writing and on a form approved by the Directors;
- (b) include the full name, address and telephone number of the applicant;
- (c) include any membership dues which are payable; and
- (d) be received at least thirty (30) days prior to the next annual general meeting for the applicant, provided the application for membership is accepted, to be eligible to vote at such annual general meeting.

The Directors may in their exclusive discretion accept, postpone or refuse an application for membership.

2.7 Expulsion or Revocation of Membership

A Member may be expelled by a Special Resolution. In accordance with any disciplinary proceedings established by the Board, membership may be revoked by Board Resolution.

2.8 Process for Expulsion or Revocation

A Member must be given notice of any proposed Special Resolution to expel him or her and the reasons for such proposed expulsion, or of any proposed Board Resolution to revoke his or her membership and the reason therefor. At the meeting at which the vote upon the Special Resolution or Board Resolution is to be taken, the Member will be given the opportunity to address the reasons for the proposed expulsion or revocation prior to the vote being taken.

2.9 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated thereon; or
- (b) upon no longer being a Member in good standing; or
- (c) upon his or her membership being revoked in accordance with these Bylaws; or
- (d) upon his or her expulsion; or
- (e) upon his or her death.

2.10 Dues

The Directors will determine the annual membership dues for each class of membership.

2.11 Standing of Members

All Members are deemed to be in good standing except for those who have failed to pay their annual membership dues by or before the date upon which notice is given of the annual general meeting.

2.12 Compliance with Constitution, Bylaws and Policies

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the Code of Ethics and the policies of the Society adopted by the Directors from time to time; and
- (b) further and not hinder the purposes, aims and objects of the Society.

2.13 Membership not Transferable

Membership is not transferable.

PART 3. - MEETINGS OF MEMBERS

3.1 Time and Place of General Meetings

The general meetings of the Society will be held at such time and place, in accordance with the *Society Act*, as the Board decides.

3.2 Extraordinary General Meeting

Every general meeting other than an annual general meeting is an extraordinary general meeting.

3.3 Calling of Extraordinary General Meeting

The Board may, whenever it thinks fit, convene an extraordinary general meeting.

3.4 Notice of General Meeting

The Society will give not less than 14 days' written notice of a general meeting to those Members entitled to receive notice; but those Members may waive or reduce the period for a particular meeting by unanimous consent in writing.

3.5 Contents of Notice

Notice of a general meeting will specify the place, the day and the hour of the meeting and the business to be transacted at the meeting.

3.6 Omission of Notice

The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

3.7 Annual General Meetings

The first annual general meeting of the Society will be held not more than 15 months after the date of incorporation, and thereafter an annual general meeting will 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 Special Business

Special business is:

- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
- (b) all business that is transacted at an annual general meeting, except:
 - (i) the adoption of rules of order;
 - (ii) consideration of the financial statements;
 - (iii) consideration of the report of the Directors;
 - (iv) consideration of the report of the auditor, if any;
 - (v) the election of Directors;
 - (vi) the appointment of the auditor, if any; and
 - (vii) such other business that, under these Bylaws or any governing statutes, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors if the report was issued with the notice of the meeting.

4.2 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a general meeting at a time when a quorum is not present.

4.3 Loss of Quorum

If at any time during a general meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4.4 Quorum

A quorum at a general meeting is ten (10) Members.

4.5 Lack of Quorum

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated; but in any other case it will stand adjourned to the next day, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present will constitute a quorum.

4.6 Chair

The Chair of the Society will, subject to a Board Resolution appointing another Person, chair all general meetings; but if at any general meeting the Chair, or such alternate Person appointed by a Board Resolution, is not present within 15 minutes after the time appointed for the meeting

or requests that he or she not chair that meeting, the Members present may choose one of their number to chair that meeting.

4.7 Alternate Chair

If a Person presiding as chair of a general meeting wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chair.

4.8 Adjournment

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

4.9 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 14 days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

4.10 Ordinary Resolution Sufficient

Any issue at a general meeting which is not required by these Bylaws or the *Society Act* to be decided by a Special Resolution will be decided by an Ordinary Resolution.

4.11 Entitlement to Vote

Each Member in good standing is entitled to one vote. An Agency Member will designate from within their organization a Person who is authorized to exercise that Agency Member's vote. A Member who is not in good standing is not entitled to vote, regardless of the class of membership of that Member.

4.12 No Casting Vote

In case of an equality of votes, the Person presiding as chair of a general meeting will not have a casting or second vote in addition to the vote the Person presiding as chair may be entitled to as a Member and the proposed resolution will not pass.

4.13 Decisions by Show of Hands, Voice Vote or Secret Ballot

Voting will be by show of hands or voice vote recorded by the secretary of the meeting, except that, at the request of any two Members present at the meeting, a secret vote by written ballot will be required.

4.14 Voting by Proxy

Voting by proxy is not permitted.

4.15 Ordinary Resolution in Writing

A resolution in writing which is identified as an Ordinary Resolution and signed by a minimum of 75% of the Members who would have been entitled to vote on the resolution at a general meeting of the Society is as valid and effectual as an Ordinary Resolution as if it had been passed at a meeting of Members duly called and constituted and will be deemed to be an Ordinary Resolution. Such a resolution may be in two or more counterparts which together will be deemed to constitute one Ordinary Resolution in writing. Such Ordinary Resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

4.16 Special Resolution in Writing

A resolution in writing which is identified as a Special Resolution and has been signed by all the Members who would have been entitled to vote on the resolution at a general meeting of the Society is as valid and effectual as a Special Resolution as if it had been passed at a meeting of Members duly called and constituted and will be deemed to be a Special Resolution. Such a resolution may be in two or more counterparts which together will be deemed to constitute one Special Resolution in writing. Such Special Resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

4.17 Copy of Special Resolution to be filed with the Registrar

A copy of any Special Resolution passed in accordance with the Bylaws will be filed with the Registrar in the appropriate form and will not take effect until such copy is accepted by the Registrar.

PART 5. - DIRECTORS

5.1 Powers of Directors

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in general meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

5.2 Management of Property and Affairs

The property and the affairs of the Society will be managed by the Board.

5.3 Standards and Certification

The Board will establish the requirements for the certification of Members as career and employment professionals practising in British Columbia and the rules and regulations regulating the conduct of Members, including a discipline process.

5.4 Number of Directors

There will be a minimum of five (5) and a maximum of eleven (11) Directors.

5.5 Election of Directors

Directors will be elected by the Members at a general meeting and will take office commencing at the close of such meeting.

5.6 Term of Office

Elections for Directors will normally be held at the annual general meeting and the term of office of Directors will normally be three (3) years. However the Directors may by resolution determine that some or all vacant Directors' positions will have a term of less than three (3) years, the length of such term to be determined by the Directors in their discretion. For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting.

5.7 Consecutive Terms

Directors may be elected for consecutive terms.

5.8 Term Limit

A Director may serve for no more than six (6) consecutive years.

5.9 Election by Secret Ballot

In elections where there are more candidates than vacant positions for Directors, election will be by secret ballot with the name of each duly nominated candidate appearing individually on the ballot. Candidates will be deemed to be elected in order of those candidates receiving the most votes.

5.10 Voiding of Ballot

No Member will vote for more Directors than the number of vacant positions for Directors. Any ballot on which more names are voted for than there are vacant positions will be deemed to be void.

5.11 Director Must be a Member

A Person must be a Member of the Society to be eligible to be a Director of the Society.

5.12 Election of Less than Required Number of Directors

Every Director serving a term of office will retire from office at the close of the annual general meeting in the year in which his or her term expires; but if no successor is elected and the result

is that the number of Directors would fall below three, the Person previously elected as a Director will continue to hold office until such time as successor Directors are elected.

5.13 Directors Subscribe to and Support Purposes

Every Director will unreservedly subscribe to and support the purposes of the Society.

5.14 Replacement of Directors

Notwithstanding the foregoing Bylaws, if a Director ceases to hold office the Board may appoint a Person as a replacement Director to take the place of such Director until the next annual general meeting.

5.15 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the prescribed number of Directors in office.

5.16 Removal of Director

The Members may remove a Director before the expiration of such Director's term of office by Special Resolution and may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term.

5.17 Ceasing to be a Director

A Person will automatically cease to be a Director:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated therein; or
- (b) upon the date of a Board Resolution declaring the Director's position to be vacant after the Director in question has not been in attendance at three (3) consecutive meetings of the Board; or
- (c) upon the date such Person is no longer a Member; or
- (d) upon his or her removal; or
- (e) upon his or her death.

5.18 Reimbursement of Directors' Expenses

A Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

5.19 Compensation of Directors

A Director is not entitled to any compensation for services rendered in his or her capacity as a Director.

5.20 Powers of the Board

The Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

5.21 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society.

5.22 Investment in Mutual or Pooled Funds

The property of the Society may be invested by the Board, or by any agent or delegate of the Board, in any mutual fund, common trust fund, pooled fund or similar investment.

5.23 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice under comparable circumstances.

5.24 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

PART 6. - PROCEEDINGS OF THE BOARD

6.1 Procedure of Meetings

After issuance of the certificate of incorporation, a meeting of the Board will be held at which the Directors may:

- (a) appoint officers;
- (b) make banking arrangements;
- (c) appoint an auditor to hold office until the first annual general meeting; and
- (d) transact any other business.

Subsequent meetings of the Board may be held at any time and place determined by the Board, provided that two days' notice of such meeting will be sent to each Director. However, no formal notice will be necessary if all Directors were present at the preceding meeting when the

time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Society.

6.2 Quorum

The Board may from time to time fix the quorum necessary to transact business and, unless so fixed, the quorum will be a majority of the Directors.

A Director who has, or may have, an interest in a proposed contract or transaction with the Society will be counted in the quorum at a meeting of the Board at which the proposed contract or transaction is considered but is not entitled to vote on the proposed contract or transaction.

6.3 Chair of Meetings

The Chair of the Society will, subject to a Board Resolution appointing another Person, chair all meetings of the Board; but if at any Board meeting the Chair or such alternate Person appointed by a Board Resolution is not present within 15 minutes after the time appointed for the meeting, or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

6.4 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

6.5 Calling of Meetings

A Director may at any time, and the secretary at the request of a Director will, convene a meeting of the Board.

6.6 Notice

For the purposes of the first meeting of the Board held immediately following the appointment or election of a Director or Directors at an annual or other general meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

6.7 Passing Resolutions

Any issue at a meeting of the Board which is not required by these Bylaws or the *Society Act* to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

6.8 No Casting Vote

The Person chairing a meeting may vote but, if he or she does so and the result is a tie, he or she will not be permitted to vote again to break the tie and the resolution being voted on will be deemed to have failed.

6.9 Procedure for Voting

Voting will be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one Director, a secret vote by written ballot will be required.

6.10 Resolution in Writing

A Board Resolution in writing which has been deposited with the secretary is as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted. Such Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

PART 7. – COMMITTEES

7.1 Standing and Special Committees

The Board may create such standing and special committees as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution. Unless specifically designated as a standing committee, any special committee so created must be created for a specified time period only. Upon completion of the earlier of the specified time period or the task for which it was appointed, a special committee will automatically be dissolved.

7.2 Delegation to Committees

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

7.3 Terms of Reference and Rules

In the event the Board decides to create a committee, it must establish Terms of Reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

7.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

PART 8. - DUTIES OF OFFICERS

8.1 Election of Officers

At the first meeting of the Board, the Board will elect the officers. All officers must be Directors. The Board will elect a Chair, together with such other officers as are required in accordance with these Bylaws, who will hold office until the first meeting of the Board held after the next following annual general meeting.

8.2 Secretary and Treasurer Required

The Board will appoint a secretary and treasurer and may appoint and remove such other officers of the Society as it deems necessary and determine the duties, responsibilities and term, if any, of all officers.

8.3 Removal of Officers

A Person may be removed as an officer by a resolution passed at a meeting of the Board by a majority of not less than two-thirds of the Directors present.

8.4 Replacement

Should the Chair or any other officer for any reason not be able to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.

8.5 Duties of Chair

The Chair will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

8.6 Duties of Secretary

The secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the treasurer;
- (d) the maintenance of the register of Members; and
- (e) the conduct of the correspondence of the Society.

8.7 Duties of Treasurer

The treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Society Act* and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

8.8 Absence of Secretary at Meeting

If the secretary is absent from any meeting of the Society or the Board, the Directors present will appoint another person to act as secretary at that meeting.

8.9 Combination of Offices of Secretary and Treasurer

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

PART 9. – EXECUTION OF INSTRUMENTS

9.1 No Seal

The Society will not have a seal.

9.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed by:

- (a) the Chair, together with the secretary or the treasurer, or
- (b) any two Directors

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality. The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

PART 10. - BORROWING

10.1 Powers of Directors

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

10.2 Issuance of Debentures

No debenture will be issued without the authorization of a Special Resolution.

10.3 Restrictions on Borrowing Powers

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

PART 11. - AUDITOR

11.1 Requirement

The Society is not required to be audited; however, if it wishes to be audited, it is required to appoint an external auditor with the qualifications described in section 42 of the *Society Act*.

11.2 First Auditor

If the Society wishes to appoint an auditor prior to its first annual general meeting, that auditor will be appointed by the Board, which will also fill any vacancy occurring in the office of auditor.

11.3 Appointment of Auditor at Annual General Meeting

If the Society wishes to appoint an auditor at or after its first annual general meeting, that auditor will be appointed at an annual general meeting, to hold office until he, she or it is reappointed or his, her or its successor is appointed at the next following annual general meeting in accordance with the procedures set out in the *Society Act* or until the Society no longer wishes to appoint an auditor.

11.4 Removal of Auditor

An auditor may be removed by Ordinary Resolution in accordance with the procedures set out in the *Society Act*.

11.5 Notice of Appointment

An auditor will be promptly informed in writing of his, her or its appointment or removal.

11.6 Restrictions on Appointment

No Director or employee of the Society will act as auditor.

11.7 Attendance at Annual General Meetings

The auditor may attend general meetings.

PART 12. - NOTICES

12.1 Entitlement to Notice

Notices of a general meeting will be given to:

- (a) every Person shown on the register of Members as a Member on the day the notice is given; and
- (b) the auditor.

No other Person is entitled to be given notice of a general meeting.

12.2 Method of Giving Notice

A notice may be given to a Member or a Director either personally, by delivery, facsimile, electronic mail, or by first class mail posted to such Person's Registered Address.

12.3 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received. Any notice delivered either personally, by delivery, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

12.4 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

PART 13. - MISCELLANEOUS

13.1 Inspection of Records

The documents, including the books of account, of the Society and the minutes of meetings of the Society and the Board will be open to the inspection of the Directors. The minutes of any meeting of the Society will be open to the inspection of Members in good standing upon reasonable notice to the keeper of such documents but the Members will not be entitled or have the right to inspect any other document of the Society.

13.2 Participation in Meetings

Any meeting of the Society, the Board or any committee, may also be held, or any Member, Director or committee member may participate in any meeting of the Society, the Board or any committee, by telephone or video conference call or similar communication equipment as long as all the Members, Directors, or Persons participating in the meeting can hear and respond to one another. All such Members, Directors, or Persons so participating in any such meeting will be deemed to be present in person at the stated location of such meeting and, notwithstanding the foregoing Bylaws, will be entitled to vote by a voice vote recorded by the secretary of such meeting. This method of voting will from time to time be used for passing resolutions.

13.3 Rules Governing Notice, Board Resolutions and Ordinary Resolutions

The rules governing when notice is deemed to have been given set out in these Bylaws will apply *mutatis mutandis* to determine when a Board Resolution will be deemed to have been submitted to all of the Directors and when an Ordinary Resolution will be deemed to have been submitted to all of the Members.

13.4 Right to become Member of other Society

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

13.5 Not a Reporting Society

Subject to an order of the Registrar pursuant to the *Society Act* stating that the Society is a "reporting society" as defined under the *Society Act*, the Society is not a "reporting society".

13.6 Branch Societies

The Society may establish and maintain one or more branch societies with the powers, not exceeding the powers of the Society, that the Society confers.

PART 14. - INDEMNIFICATION

14.1 Indemnification of Directors and Officers

Subject to the provisions of the *Society Act*, each Director and each officer of the Society will be indemnified by the Society against all costs, charges and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that Person may be made a party by reason of being or having been a Director or officer of the Society.

14.2 Indemnification of Past Directors and Officers

To the extent permitted by the *Society Act*, the Society will indemnify and hold harmless every Person heretofore now or hereafter serving as a Director or officer of the Society and that Person's heirs and personal representative.

14.3 Advancement of Expenses

To the extent permitted by the *Society Act*, all costs, charges and expenses incurred by a Director or officer with respect to any claim, action, suit or proceeding may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

14.4 Approval of Court and Term of Indemnification

The Society will apply to the court for any approval of the court which may be required to ensure that the indemnities herein are effective and enforceable. Each Director and each officer of the

Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

14.5 Indemnification not Invalidated by Non-Compliance

The failure of a Director or officer of the Society to comply with the provisions of the *Society Act*, or of the Constitution or these Bylaws, will not invalidate any indemnity to which he or she is entitled under this part.

14.6 Purchase of Insurance

The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

PART 15. - BYLAWS

15.1 Entitlement of Members to copy of Constitution and Bylaws

On being admitted to membership, each Member is entitled to, and upon request the Board will provide him or her with, a copy of the Constitution and Bylaws of the Society.

15.2 Special Resolution required to Alter or Add to Bylaws

These Bylaws will not be altered or added to except by Special Resolution.

DATED: February 22, 2010

Witness(es)

Applicants for Incorporation

(Signature)

(Full Name)

Gregg Taylor

(Resident Address)

(Signature)

(Full Name)

Karen McDiarmid

(Resident Address)

Witness(es)

Applicants for Incorporation

(Signature)

Liz Charyna

(Full Name)

(Resident Address)

(Signature)

Michael Yue

(Full Name)

(Resident Address)

(Signature)

Laurie Williams

(Full Name)

(Resident Address)

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