



**TABLE OF CONTENTS**

**THE B.C. WILDLIFE FEDERATION CONSTITUTION**

(I) NAME ..... 4  
 (II) PURPOSES OF THE SOCIETY ..... 4

**THE B.C. WILDLIFE FEDERATION BY-LAWS**

**1. INTERPRETATION**  
 1.1. Name ..... 5  
 1.2. Definitions ..... 5  
 1.3. Definitions in the Act ..... 5  
 1.4. Inclusive Words ..... 5  
 1.5. Special Resolution ..... 5  
**2. MEMBERS**  
 2.1 Membership Classes ..... 6  
 2.2 Member Clubs ..... 6  
 2.3 Regional Wildlife Associations ..... 6  
 2.4 Direct Members ..... 7  
 2.5 Corporate Members (Sustaining Members) ..... 7  
 2.6 Associate Members ..... 7  
 2.7 Honorary Life Members ..... 7  
 2.8 Family Memberships ..... 8  
 2.9 Direct Members' Club ..... 8  
 2.10 Junior Members ..... 8  
 2.11 Past Presidents' Advisory Council ..... 8  
 2.12 Cessation of Membership ..... 8  
 2.13 Expulsion ..... 9  
 2.14 Members in Good Standing ..... 9  
**3. DUES AND ASSESSMENTS**  
 3.1 Annual Membership Dues ..... 9  
 3.2 Branches and Clubs ..... 9  
 3.3 Paid Dues ..... 9  
 3.4 Amount of Annual Dues ..... 9  
 3.5 Regional Wildlife Associations ..... 9  
 3.6 Direct Members ..... 10  
 3.7 Corporate and Associate Members ..... 10  
 3.8 Honorary Life Members ..... 10  
 3.9 Life Members ..... 10  
 3.10 Family Members ..... 10  
 3.11 Past Presidents' Advisory Council ..... 10  
 3.12 Non-Payment of Dues and Assessments ..... 10  
**4. MEETINGS OF MEMBERS**  
 4.1 General Meetings ..... 10  
 4.2 General Meetings ..... 10  
 4.3 Convening Meetings ..... 10  
 4.4 Annual Meetings ..... 10  
 4.5 Attendees ..... 10  
 4.6 General Meetings ..... 11  
 4.7 Requisition by members ..... 11

<b>5.</b>	<b>PROCEEDINGS AT GENERAL MEETINGS</b>	
5.1	Business .....	11
5.2	Quorum .....	11
5.3	Business .....	11
5.4	Meeting Termination .....	11
5.5	Chair .....	11
5.6	Adjournment.....	11
5.7	Proceedings At Annual General Meetings .....	12
<b>6.</b>	<b>RESOLUTIONS</b>	
6.1	Resolutions .....	12
6.2	Emergency Resolution .....	12
6.3	Special Resolution .....	12
6.4	Resolutions Committee .....	13
6.5	Implementation.....	13
6.6	Reporting to Sponsoring Body & Clubs .....	13
<b>7.</b>	<b>VOTING</b>	
7.1.	Voting – At Annual and General Meetings.....	13
7.2	Entitlement.....	14
7.3.	Voting.....	14
7.4	Rules of Order.....	14
<b>8.</b>	<b>OFFICERS AND DIRECTORS</b>	
8.1	Board of Directors .....	14
8.2	Immediate Past President .....	15
8.3	Tenure .....	15
8.4	Nomination and Qualifications of Elected Directors .....	15
8.5	Separate Elections .....	15
8.6	Method.....	15
8.7	Succession of Previous Person .....	15
8.8	Employees .....	15
8.9	President’s Terms .....	15
8.10	Qualification .....	15
8.11	Vacancies / Appointments .....	16
8.12	Term .....	16
8.13	Discipline.....	16
8.14	Appointment.....	16
8.15	Term following Appointment.....	16
8.16	Validity .....	16
8.17	Reimbursement.....	16
8.18	Absence from Meetings.....	16
8.19	Notice.....	16
8.20	Waiver of Notice.....	16
8.21	Consent Board Resolutions.....	17
8.22	Investments.....	17
8.23	Indemnification .....	17
8.24	Insurance .....	17
8.25	Appointment of Additional Directors .....	17
8.26	Number .....	18
8.27	Term .....	18
8.28	Removal of Director .....	18
<b>9.</b>	<b>PROCEEDINGS OF DIRECTORS</b>	
9.1	Meetings .....	18

9.2	Quorum .....	18
9.3	Chair .....	18
9.4	Conference Call Meetings .....	18
9.5	Special Meetings .....	18
9.6	Notice and Minutes .....	18
<b>10.</b>	<b>COMMITTEES</b>	
10.1	Appointment .....	18
10.2	Exercise of Powers .....	18
10.3	Procedures .....	18
10.4	Meeting Frequency .....	19
10.5	Decision of Questions .....	19
10.6	Chair’s Vote .....	19
10.7	Executive Committee .....	19
<b>11.</b>	<b>DUTIES OF OFFICERS</b>	
11.1	President .....	20
11.2	Executive Director .....	20
11.3	Recording Secretary .....	20
11.4	Appointing Alternate Recording Secretary .....	20
11.5	Vice-President .....	20
11.6	Treasurer .....	21
<b>12.</b>	<b>SEAL AND SIGNING AUTHORITY</b>	
12.1	Use of Seal .....	21
12.2	Signing Authority .....	21
<b>13.</b>	<b>BORROWING</b>	
13.1	Authority .....	21
13.2	Authorization .....	21
13.3	Restrictions .....	21
<b>14.</b>	<b>AUDITOR</b>	
14.1	Requirement .....	21
14.2	Appointment .....	21
14.3	Removal .....	21
14.4	Informing the Auditor of Appointment .....	22
14.5	Exclusions .....	22
14.6	Attendance at Meetings .....	22
14.7	Fiscal Year .....	22
14.8	Annual Audited Financial Statements Distributed to Member Clubs .....	22
14.9	Annual Audited Financial Statements Distributed at AGM .....	22
<b>15.</b>	<b>NOTICE TO MEMBERS</b>	
15.1	Means of Notification .....	22
15.2	Proof of Notice .....	22
15.3	Notice of Annual General Meeting .....	22
15.4	Rendering of Notice .....	22
<b>16.</b>	<b>BY-LAWS</b>	
16.1	Member Entitlement .....	22
16.2	By-Law Changes .....	22
<b>17.</b>	<b>MISCELLANEOUS</b>	
17.1	Meetings .....	23
<b>18.</b>	<b>FORMERLY UNALTERABLE PROVISIONS</b>	
18.1	Sections from Constitution .....	23

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## THE B.C. WILDLIFE FEDERATION CONSTITUTION

### (I) NAME

The name of the Society shall be **The B.C. Wildlife Federation**.

### (II) PURPOSES OF THE SOCIETY

The purposes of the Society are:

- a. To ensure the sound, long-term management of British Columbia's fish, wildlife, parks and outdoor recreational resources in the best interests of all British Columbians, and to co-ordinate all the voluntary agencies, societies, clubs and individuals interested in that objective.
- b. To encourage the propagation of fish and wildlife populations through the protection and enhancement of habitat.
- c. To develop and support a comprehensive educational program to make all British Columbians aware of the value of our fish, wildlife, park and outdoor recreational resources, and to arouse in the public conscience recognition of, and a respect for, the place of fish, wildlife and outdoor recreational resource values in all natural resource developments.
- d. To submit views and recommendations to all governmental and private agencies as the Federation may deem necessary to safeguard the interests of fish, wildlife, park and outdoor recreational resource values in all natural resource developments, and to support Shooting Sports.
- e. To obtain and maintain reasonable public access to all forests and other recreational areas of the province.
- f. To make British Columbians aware of the dangers of land, water and air pollution; to act wherever possible to prevent pollution; and to co-operate in every way possible with all groups with similar objectives.

## THE B.C. WILDLIFE FEDERATION BY-LAWS

### 1. INTERPRETATION

#### 1.1. Name

The name of the Society is “The B.C. Wildlife Federation” hereinafter referred to as the Federation.

#### 1.2. Definitions

In these By-Laws unless the context otherwise requires:

- a. “Board”, “Board of Directors” and “Directors”, means the Directors of the Federation for the time being.
- b. “Board resolution” means a resolution passed at a meeting of the Board of Directors by a simple majority of the votes cast by those Directors entitled to vote at such a meeting.
- c. “Constitution” means the constitution of the Federation as filed in the office of the Registrar.
- d. “Emergency Resolution” means a resolution passed in a General Meeting by the necessary majority of members, dealing with an urgent matter requiring immediate action. Their acceptability will be determined by the Federation’s resolutions committee and may be submitted by any member in good standing attending the Annual General Meeting or in the time period between the resolutions deadline and the Annual General Meeting.
- e. “Ordinary Resolution” means a resolution passed in a General Meeting by a majority of not less than 1/2 (50%) of the members present and voting.
- f. “Policy Manual” means the policies of governance, practice, and operations adopted and amended by the Board from time to time but will include resolutions passed at an Annual General Meeting.
- g. “Registered address” of the members means the address as recorded in the Register of Members.
- h. “Registrar” means the Registrar of Companies of the Province of British Columbia.
- i. “Societies Act” means the *Societies Act*, SBC 2015, c 18, as amended from time to time.
- j. “Special Resolution” means a resolution passed in a General Meeting by a majority of not less than 75% of the members present and entitled to vote. Notice of a proposed Special Resolution must be given to the members of the Federation not less than 60 days prior to the meeting that the resolution will be tabled.
- k. “term” means the time between the Annual General Meeting and the immediate next Annual General Meeting.

#### 1.3. Definitions in the Act

All current definitions in the *Societies Act* on the date these By-Laws become effective, apply to these By-Laws.

#### 1.4. Inclusive Words

Words importing the singular include the plural and vice-versa; and words importing a male person include a female person and a corporation (e.g. Chair).

#### 1.5. Special Resolution

The Federation may change its By-Laws by Special Resolution and the resolution is effective on the date of its acceptance by the Registrar, as being in compliance with the *Societies Act*.

## **2. MEMBERS**

- a. Every Member of the B.C. Wildlife Federation is, at their own expense, entitled to attend the annual General Meeting without power to submit resolutions unless it is an Emergency Resolution, or vote.
- b. Every Member of the B.C. Wildlife Federation shall uphold the Constitution and comply with these By-Laws.

### **2.1 Membership Classes**

The membership of the B.C. Wildlife Federation shall consist of the following classes:

- a. Member Clubs;
- b. Regional Wildlife Associations;
- c. Direct Members;
- d. Corporate Members (sustaining members);
- e. Associate Members;
- f. Honorary Life Members;
- g. Family Members;
- h. Direct Members Club and
- i. Junior Members.

### **2.2 Member Clubs**

Any organization and their members whose stated aims and objectives are compatible with the aims and objectives of the B.C. Wildlife Federation may become a member upon the payment of a \$1.00 charter fee and the annual dues hereinafter mentioned. Each Member Club and their members becomes a Member of the Federation when that Club is a member in good standing.

### **2.3 Regional Wildlife Associations**

- a. Branches and clubs within a particular locality shall be members of a Regional Wildlife Association (which shall itself be a branch of the Federation). The geographic boundaries of the Regional Wildlife Association shall be determined by the directors of the Federation in consultation with the branches and the clubs. The regions shall approximate the regions of Fish & Wildlife Management, except where geographic considerations make such approximations impractical.
- b. A branch or club or other organization being a member of the Federation may, on application, be exempted from the requirements of By-Law 2.3(a) where membership in Regional Wildlife Association is, in the opinion of the directors, impractical, duplication or is unwarranted.
- c. Individuals and organizations not members of the Federation may, without voting powers or ability to submit resolutions, be Associate Members of a Regional Wildlife Association.
- d. The Federation shall organize Regional Wildlife Associations in each region of the province. The regions shall approximate the regions of the Fish & Wildlife Management, except where geographic considerations make such approximations impractical.
- e. Regional Wildlife Associations shall advance and uphold the purposes of the Federation as well as the specific local interests of their regions and their members.
- f. Regional Wildlife Associations shall be responsible to the Federation and shall act for and on behalf of the Federation at the regional level in compliance with Federation policies.
- g. All matters shall be referred from local branches or clubs to the Regional Wildlife Association, which shall forthwith submit to the Federation those matters, which are beyond the Regional Wildlife Association's powers or scope.

## 2.4 Direct Members

- a. A person may apply for Direct Membership in the Federation and upon acceptance and payment of annual dues as set by the Board of Directors, shall be a Member. Direct Members shall be entitled to receive notice of and attend the Annual General Meeting of the B.C. Wildlife Federation at their own expense, without voting power or power to submit resolutions unless it is an Emergency Resolution.
  - i. A family unit may apply for Direct Membership in the Federation and, upon acceptance and payment of annual dues as set by the Board of Directors, shall be Members. Direct Family Members shall be entitled to receive notice of and attend the Annual General Meeting of the B.C. Wildlife Federation at their own expense, without voting power or power to submit resolutions unless it is an Emergency Resolution.
  - ii. A Student may apply for Direct Membership in the Federation and, upon confirmation of enrollment to a Post Secondary Education Institution, or registered apprenticeship program, acceptance and payment of annual dues as set by the Board of Directors, shall be a Member. Direct Student Members shall be entitled to receive notice of and attend the annual General Meeting of the B.C. Wildlife Federation at their own expense, without voting power or power to submit resolutions unless it is an Emergency Resolution.
- b. A person may apply for Life Membership under Direct Membership in the Federation and on acceptance and payment of the prescribed dues as set by the Board of Directors, may purchase a membership for their lifetime.
- c. Such membership confers all rights and privileges of membership without further payment of dues, until the death of the member. Such membership is not transferable to another individual.
- d. Life Members are considered part of the Direct Members and will be entitled to receive notice of and attend the Annual General Meeting of the B.C. Wildlife Federation at their own expense, without voting power and without power to submit resolutions unless it is an Emergency Resolution.

## 2.5 Corporate Members (Sustaining Members)

Any individual or firm interested in the work of the Federation may become a Corporate Member upon the payment of the annual dues, as set by the Board of Directors, without voting power, and without power to submit resolutions, and is entitled to attend the Annual General Meeting of the Federation at their own expense.

## 2.6 Associate Members

At the discretion of the Board of Directors, any other group, club or society interested in the conservation of wildlife may, upon payment of the annual fee as set by the Board of Directors, become an Associate Member without voting power and without the power to submit resolutions, and is entitled to attend the Annual General Meeting of the Federation at their own expense.

## 2.7 Honorary Life Members

- a. A member of the Federation who has made a significant contribution to the Federation over a long period of time may be honoured by being named an Honorary Life Member. Such members shall have all the privileges and rights of membership. Such membership shall be for the lifetime of the individual named and without payment of dues, fees or subscriptions.
- b. The name of the candidate for Honorary Life Membership may be submitted to the Board of Directors by any member or member group in good standing. The Board of Directors may confer Honorary Life Membership at its sole discretion and is not obligated to do so as a result of a nomination properly made and may confer Honorary Life Membership on an individual whether nominated for the honour or not.
- c. Each Past President of the Federation shall be named an Honorary Life Member on assuming the position of Immediate Past President.

## 2.8 Family Memberships

Family Memberships are recognized as part of the membership of the Federation clubs and branches. Family members shall include children 18 or under living at home with parent(s) or guardian(s). Family Memberships shall be counted as two people for membership purposes. Family Memberships are required to pay any membership fees, dues and assessments prescribed for Family Memberships pursuant to their club or branch by-laws.

## 2.9 Direct Members' Club

- a. Each year, prior to the annual convention, the Federation shall advertise in its official magazine or in any other manner that it sees fit, for Direct Members to serve as delegates at the next Annual General Meeting.
- b. The Executive Committee of the Federation will review applicants from the Direct Members Club and select delegates up to the eligible number as set out in the voting entitlement in By-Law 7.2. These delegates will become representatives of the Direct Members' Club and each shall be allowed one vote in the deliberations of the Annual General Meeting.
- c. The Executive and the Board of Directors for the Direct Members' Club shall be the Executive and Board of Directors of the B.C. Wildlife Federation.

## 2.10 Junior Members

- a. Each year, prior to the annual convention, Regional Wildlife Associations may elect one Junior Member 18 or under from their Region to serve as a voting delegate at the next Annual General Meeting.
- b. Each Junior Member elected as a voting delegate shall be entitled to receive notice of and attend the Annual General Meeting of the B.C. Wildlife Federation and will each be allowed one vote in the deliberations of the Annual General Meeting.

## 2.11 Past Presidents' Advisory Council

There shall be a Past Presidents' Advisory Council (PPAC) made up of all Past Presidents who wish to participate. The Past Presidents' Advisory Council shall have the right to submit resolutions in its own name. The PPAC shall also assume the following duties:

- a. Act as Ombudsman to the Federation.
- b. Act as the Nomination Committee to the Annual General Meeting
- c. Carry out such duties and tasks as determined by the Executive Committee of the Board of Directors.

## 2.12 Cessation of Membership

A Member shall cease to be a Member of the Federation:

- a. By delivering a resignation in writing to the Board of Directors of the Federation or by mailing or delivering it to the address of the Federation;
- b. On their death, or in the case of a corporation, on dissolution;
- c. On being expelled; or
- d. On having been a Member not in good standing for a period of time prescribed by the Board of Directors.



### **2.13 Expulsion**

- a. A Member may be expelled by a resolution of the Board of Directors passed at a regularly constituted meeting of the Directors.
- b. Notice of resolution for expulsions shall be accompanied by a statement of reason or reasons for the proposed expulsion and must be sent to the member involved.
- c. The Member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the Directors' meeting before the resolution is put to a vote. If the person is unable to attend, an appeal against expulsion may be made at the next regular Board of Directors meeting.

### **2.14 Members in Good Standing**

All Members are in good standing except a Member who:

- a. Has failed to pay the current annual membership fee or any other subscription or debt due and owing by them to the Federation, and that member is not in good standing so long as the debt remains unpaid;
- b. Has, in the discretion of the Board of Directors, failed to comply with these By-Laws or the Policy Manual; or
- c. In the discretion of the Board of Directors, has brought the Federation into disrepute.

## **3. DUES AND ASSESSMENTS**

### **3.1 Annual Membership Dues**

Annual membership dues shall be payable to the Federation by Members as determined from time to time by the Board of Directors. Failing any change, such dues payment dates will remain as previously set.

### **3.2 Branches and Clubs**

Each branch and club, excluding the Direct Members branch or branches constituted as Regional Wildlife Associations, shall pay per capita dues to the Federation for each member of the branch or club each year. The per capita dues shall be assessed on:

- a. Individual or regular Members.
- b. Family Members shall include children 18 or under living at home with parent(s) or guardian(s)
- c. Senior Members; members who have reached their 65<sup>th</sup> birthday.
- d. Junior members who have not reached their 19<sup>th</sup> birthday.

### **3.3 Paid Dues**

Each person for whom per capita dues have been paid shall be included in the membership count of a branch or a club.

### **3.4 Amount of Annual Dues**

The amount of annual dues shall be determined from time to time at the Annual General Meeting by resolution as proposed by the Board of Directors provided that:

- a. Clubs and branches shall be given 60 days' notice of proposed dues increase.
- b. The dues for a new club or branch shall be the current per Capita dues for each membership category. Upon joining the Federation, the club or branch is required to submit their membership list and pay the applicable per member fee for each membership category.

### **3.5 Regional Wildlife Associations**

Regional Wildlife Associations shall be assessed no dues.

### **3.6 Direct Members**

Dues shall be set from time to time by the Board of Directors.

### **3.7 Corporate and Associate Members**

Dues shall be set from time to time by the Board of Directors.

### **3.8 Honorary Life Members**

Honorary Life Members shall be assessed no dues.

### **3.9 Life Members**

Dues shall be set from time to time by the Board of Directors.

### **3.10 Family Members**

Dues are paid annually to the Federation by the clubs and branches for family members belonging to the clubs and branches.

### **3.11 Past Presidents' Advisory Council**

Past Presidents are all Honorary Life Members and are assessed no dues.

### **3.12 Non-Payment of Dues and Assessments**

Should any Member fail to pay dues or assessments as prescribed, their name may be deleted from the membership list by the Board of Directors as not being a member in good standing. The Board of Directors may however, reinstate such Member upon full payment of the dues or assessments prescribed.

## **4. MEETINGS OF MEMBERS**

### **4.1 General Meetings**

General Meetings of the Federation shall be held at the time and place, in accordance with the *Societies Act*, that the Board of Directors decides.

### **4.2 General Meetings**

Every meeting of all the Classes of Members other than the Annual General Meeting is a General Meeting.

### **4.3 Convening Meetings**

The Board of Directors may, when they think fit, convene a General Meeting.

- a. Notice of a General Meeting shall specify the place, day and hour of meeting and the general nature of the business.
- b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting provided there is a quorum at that meeting.
- c. At least 30 days' notice of any General Meeting shall be given to the members entitled to receive notice of a General Meeting.
- d. Proposals to change the Constitution and/or By-Laws shall require 60 days' notice in writing and require 75% majority to pass.

### **4.4 Annual Meetings**

An Annual General Meeting of the Federation shall be held at least once in every calendar year at the time and place the Board determines.

### **4.5 Attendees**

The Federation may have in attendance at any Federation meeting, representatives from any other group or organization. These individuals have no voting power but may have speaking privileges with consent of the Chair.

#### **4.6 General Meetings**

General Meetings of the Federation may be called by the President or any four Directors, if they deem such meetings to be in the interest of the Federation. Notice of such meetings shall state the purpose for which it is called.

#### **4.7 Requisition by members**

The Directors of the Federation, on the requisition of 10% or more of the voting delegates of the Federation must convene a General Meeting of the Federation without delay, and the requisition must:

- a. State the purpose of the General Meeting;
- b. Be signed by the requisitioners; and
- c. Be delivered or sent by registered mail to the address of the Federation.

### **5. PROCEEDINGS AT GENERAL MEETINGS**

#### **5.1 Business**

Business at a General Meeting shall only be:

- a. The stated purpose in the call for the General Meeting;
- b. The consideration of the financial statement if any; and
- c. The report of the Directors if any.

#### **5.2 Quorum**

A minimum of 30% of the registered accredited delegates in good standing shall constitute a quorum.

#### **5.3 Business**

- a. No business other than the election of a Chair and the adjournment or termination of the meeting shall be conducted at a General Meeting at a time when a quorum is not present.
- b. If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

#### **5.4 Meeting Termination**

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, shall be terminated.

#### **5.5 Chair**

The President of the Federation, a Vice-President or, in the absence of both, one of the other Directors present shall preside as Chair of a General Meeting.

#### **5.6 Adjournment**

- a. A General Meeting may be adjourned from time to time and from place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- b. When the General Meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- c. Except as provided in the By-Laws, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned General Meeting.

## 5.7 Proceedings At Annual General Meetings

All business transacted at an Annual General Meeting shall be:

- a. The adoption of rules of order;
- b. The consideration of the financial statement;
- c. The report of the Directors;
- d. The report of the auditor, if any;
- e. The election of Directors;
- f. The appointment of the auditor, if any; and
- g. Any other business that, under these By-Laws, ought to be transacted at an Annual General Meeting, including business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

## 6. RESOLUTIONS

### 6.1 Resolutions

- a. Shall deal with matters of provincial, national or international nature, Federation policy, statements of position, matters which affect a large portion of the public or, in the case of local matters, only if logical reasons are given why the subject matter cannot be satisfactorily dealt with by a Regional Wildlife Association. The Federation shall refer resolutions of a regional nature to the regional branch concerned.
- b. May be submitted from Member branches, Clubs, Regional Wildlife Associations, official Chairs of the B.C. Wildlife Federation committees, the B.C. Wildlife Federation Board of Directors, the Past Presidents Advisory Council, Honorary Life Members and members of the Direct Members' Club, as provided by subsections (c) and (d) below.
- c. Originating from branches or clubs belonging to Regional Wildlife Associations shall first be channeled through by the Regional Wildlife Association before they are accepted by the Federation's Resolutions Committee. The Regional Wildlife Association will forward to the Federation all resolutions that meet the requirements for the Annual General Meeting of the Federation. Branches and clubs may submit resolutions directly to the Federation Board of Directors providing there is no Regional Wildlife Association in their areas or if they are not members of a Regional Wildlife Association.
- d. Originating from official Chairs of the B.C. Wildlife Federation Committees, the B.C. Wildlife Federation Board of Directors, the Past Presidents' Advisory Council, Honorary Life Members and members of the Direct Members' Club, as provided by subsection (f), must be adopted no later than the first constituted board meeting in January of that year, by the B.C. Wildlife Federation Board of Directors to be eligible for consideration at an Annual General Meeting.
- e. Which have passed at a regularly constituted Regional Wildlife Association meeting shall be given priority in all respects over other resolutions.
- f. Must be delivered to the Federation office on or before December 31<sup>st</sup>. Late resolutions may be held over until the following year.

### 6.2 Emergency Resolution

Emergency Resolutions are urgent matters requiring immediate action. Their acceptability will be determined by the Federation's Resolution Committee and may be submitted by any member in good standing attending the Annual General Meeting or in the time period between the resolutions deadline and the AGM.

### 6.3 Special Resolution

Special Resolutions will be dealt with under the provisions of the Societies Act of British Columbia, with the notice of proposed Special Resolution given to the members of the Federation not less than 60 days prior to the meeting at which the resolution will be tabled.

**6.4 Resolutions Committee**

The Directors may appoint a Resolutions Committee with power, if necessary, to redraft text to eliminate repetition and amalgamate resolutions of similar intent provided each sponsoring club is notified and agreeable to the proposed changes and is mentioned in the final resolutions.

**6.5 Implementation**

Any resolution passed at the Annual General Meeting by a majority vote shall be presented by the Directors to the person or department of government or to any other body to whom such resolutions applies and the Directors shall report the action taken upon such resolution.

**a. Deciding Vote**

In the case of an equality of votes, the Chair shall not have a deciding or second vote in addition to the vote to which they may be entitled as a member and the proposed resolution shall fail.

**6.6 Reporting to Sponsoring Body & Clubs**

All members are to receive a report on the final disposition and all action taken for all resolutions passed at the Annual General Meeting by July 1<sup>st</sup> following the Annual General Meeting of that year and at intervals every three months thereafter until instituted or concluded.

**7. VOTING**

**7.1. Voting – At Annual and General Meetings**

a. Members may vote only by their duly accredited delegates. Delegates shall confirm their appointment in accordance with the Policy Manual.

Delegates shall be entitled to vote as follows:

i.	Local branches or branch societies delegates	1 vote
ii.	Regional Wildlife Associations delegates	1 vote
iii.	Member Club delegates	1 vote
iv.	Direct Members’ Club delegates	1 vote
v.	Corporate Members (Sustaining)	No vote
vi.	Associate Members	No vote
vii.	Officers and Directors	1 vote
viii.	Honorary Life Members	1 vote
ix.	Life Members	No vote
x.	Family Members	No vote
xi.	Junior Members’ delegates	1 vote
xii.	Direct Members	No vote
xiii.	BCWF Committee Chairs	1 vote

- b. Voting is by a show of hands, or ballot if requested;
- c. Voting by proxy is not permitted;
- d. Voting shall be by Officers, Directors and duly accredited delegates.

## 7.2 Entitlement

Unless otherwise stated, each Regional Wildlife Association will be entitled to one accredited delegate.

- a. Accredited delegate entitlement for member clubs shall be based on each club's membership numbers as reported to the Federation by December 31 in the year immediately preceding the Annual General Meeting.
- b. Each branch or member club, including the Direct Members' Club, of the Federation with a membership of 100 members or fewer shall be entitled to one accredited delegate.
- c. Each branch or member club, including the Direct Members' Club, of the Federation with a membership of 101 to 200 members shall be entitled to two accredited delegates.
- d. Each branch or member club, including the Direct Members' Club, of the Federation with a membership of 201 to 500 members – three (3) accredited delegates.
  - i. That one additional accredited delegate shall be added for each additional 500 members above 501 club members.
- e. Each accredited delegate shall be entitled to vote on the proceedings at the Annual General Meeting.
- f. The membership of each branch or club shall be the number of members of the branch or club paying per capita dues to the Federation under the provisions of By-Law 3.3 of these By-Laws.

## 7.3. Voting

A Director who is also an accredited delegate of a branch or club may vote as a delegate or a director, but not as both.

## 7.4 Rules of Order

The Fundamental Principles of Canadian Parliamentary Rules of Procedure, as set out in Bourinot's Rules of Order, shall govern the proceedings of the Federation and its Directors and Committees as far as they may be applicable without coming into conflict with the Constitution and By-Laws.

## 8. OFFICERS AND DIRECTORS

### 8.1 Board of Directors

#### a. Make Up

The Board of Directors shall consist of the President, the Immediate Past President, two Vice-Presidents, Treasurer, and not less than three elected Directors. In addition, the President of each Regional Wildlife Association of the Federation shall automatically become a Director of the Federation upon their election as President of the Regional Wildlife Association and continue until the next annual regional election.

Duly elected Regional Wildlife Association Presidents shall be permitted to appoint an alternate to attend the B.C. Wildlife Federation Board of Directors meetings on their behalf, in the event of their being unable to attend, provided they sign the Federation's confidentiality and code of conduct agreement.

#### b. Functions

The Board of Directors shall have oversight and control over the affairs and business of the Federation.

The Directors may exercise all the powers and do all the acts and things that the Federation may exercise and do, and which are not by these By-Laws or by statute or otherwise lawfully directed or required to be exercised or done by the Federation in General Meetings, but subject nevertheless to:

- i. All laws affecting the Federation;

- ii. These By-Laws; and
- iii. The Policy Manual

c. **Dealing with the Executive Director**

The Board of Directors shall have final approval over appointing or relieving the Executive Director as required to carry on the affairs and business of the Federation. The Board of Directors shall have oversight over the powers, duties, privileges and compensation of the Executive Director, and shall approve the annual strategic plan and budget of the Federation setting out the Executive Director's annual objectives.

**8.2 Immediate Past President**

If the immediate Past President does not take office for personal or other reasons, then the Board of Directors may appoint:

- a. The immediate Past President once removed; or
- b. A member of the Past Presidents' Advisory Council who agrees to serve.

**8.3 Tenure**

The President, Vice-Presidents, Treasurer and Directors shall retire at the expiration of their terms at the conclusion of the Annual General Meeting at which their successors will be elected.

**8.4 Nomination and Qualifications of Elected Directors**

A person may stand for election as an Officer or Director if

- a. The person is a member in good standing;
- b. The person meets the qualifications set out in the Societies Act;
- c. The person agrees with and adopts the Federation's Constitution and By-Laws, and agrees to execute the Federation's Confidentiality Agreement, Code of Conduct Agreement and Director's Consent; and
- d. The person is not an "ineligible individual" pursuant to the Canada Revenue Agency requirements for directors of charities.

A Director who fails to execute or comply with the Federation's Confidentiality Agreement, Code of Conduct Agreement or Director's consent may be suspended, disciplined or removed in accordance with the By-Laws.

**8.5 Separate Elections**

Separate elections will be held for each office to be filled.

**8.6 Method**

An election may be by acclamation; otherwise it shall be by ballot.

**8.7 Succession of Previous Person**

If no successor is elected, the person previously elected or appointed may continue to hold office.

**8.8 Employees**

Employees of the Federation shall not hold elected office or serve in the capacity of Committee Chair in the Federation.

**8.9 President's Terms**

No person shall serve more than two consecutive one year terms as President, except as detailed in By-Law 8.7 above, and then only until such time as a successor is elected or appointed.

**8.10 Qualification**

No person shall be qualified to be President of the Federation unless that person has been a member of the Board of Directors of the Federation for at least two years, but not necessarily the year preceding the election.

### **8.11 Vacancies / Appointments**

The President, with the approval of the Board of Directors, may at any time, appoint a member as a Director to fill the vacancy in the Board of Directors.

### **8.12 Term**

A Director so appointed holds office only until the conclusion of the next Annual General Meeting of the Federation but is eligible for re-election at that meeting.

### **8.13 Discipline**

- a. The majority of Directors in attendance at any Director's meeting may discipline a Director at any time by taking one or more of the following steps:
  - i. Suspending the Director for a set period of time;
  - ii. Removing the Director from his or her position;
  - iii. Prohibiting a Director from running for office for a set period of time; and/or
  - iv. Expelling the Director as a member, in accordance with section 2.12 of the By-Laws.
- b. A Director may be disciplined if they are found to be guilty of any conduct liable to endanger the welfare, good name, or good order of the Society, including without limitation, breaching the BCWF Board of Directors & Committees Code of Conduct and Ethics.
- c. The disciplined Director may only appeal at the next regularly scheduled meeting of the Board of Directors or with special permission at another meeting.

### **8.14 Appointment**

The President with the approval of the Board of Directors may at any time appoint a Director to fill any officer vacancy.

### **8.15 Term following Appointment**

An officer so appointed shall serve the unexpired term of the officer they are replacing.

### **8.16 Validity**

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

### **8.17 Reimbursement**

No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Federation.

### **8.18 Absence from Meetings**

Any Director who is absent from two consecutive Board of Directors meetings without reasonable excuse may be requested to resign from the directorate by the Board of Directors.

### **8.19 Notice**

For the first meeting of the Board of Directors held immediately following the appointment or election of a Director or Directors at an Annual General Meeting of Members, or for a meeting of the Board of Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of Directors is present.

### **8.20 Waiver of Notice**

A Director who may be absent temporarily from British Columbia may send or deliver to the address of the Federation a waiver of notice, which must be by letter, or any meeting of the Board of Directors and may at any time withdraw the waiver, and until the waiver is withdrawn:



- a. No notice of meeting of the Board of Directors shall be sent to that Director;
- b. Any and all meetings of the Board of Directors of the Federation, notice of which has not been given to that Director shall, if a quorum of Directors is present, be valid and effective.

#### **8.21 Consent Board Resolutions**

A resolution in writing, signed by at least 75% of the Directors and placed in the Minutes of the Directors, is as valid and effective as if regularly passed at a meeting of Directors.

#### **8.22 Investments**

The Board may invest the assets of the Federation, in accordance with the Policy Manual.

#### **8.23 Indemnification**

Subject to the provisions of the Societies Act, every Director and Officer of the Federation and their heirs, executors and administrators and their estate shall be indemnified and saved harmless out of the funds of the said Federation in relation to and against:

- a. All costs, charges, and expenses whatsoever that such Director or Officer sustains or incurs in or about any action, suit, legal proceeding, or arbitration, administrative tribunal proceedings, or otherwise that is brought, commenced, or prosecuted against them in respect of any act, deed, error, or omission, or any matter, or thing whatsoever undertaken by them within the context of the execution of the duties of their office provided same are undertaken in good faith, and do not constitute a violation of any applicable law; and
- b. All other costs, charges and expenses that may be sustained or are sustained or incurred in or about or in relation to the affairs of the Federation except such costs, charges, or expenses which are specifically identified by statute to be their individual liability;
- c. No act or proceeding of any Director or member of the Board of Directors, or of the Board collectively, shall be deemed invalid or ineffective by reason of the subsequent determination of any irregularity, error, or omission, in regard to any act or proceeding in relation to the Board of Directors, if undertaken in good faith and in the ordinary course of business of the Federation.
- d. Subject to the Societies Act, the Federation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Federation pursuant to the provisions herein and the Board may purchase such insurance with appropriate coverage from time to time as the Board of Directors deems appropriate.
- e. The Federation is granted the authority and allowed to enter into any indemnity Agreement with any specific Director or Officer in order to give full force and effect to the terms and provisions in relation to protection and indemnity as specified herein.
- f. Directors may rely upon the accuracy of any statement found in any report prepared by the auditors of the Federation and shall not be responsible or held liable for any loss or damage arising from any matter in relation to such statement or report and may prima facie rely upon such information within the context of the conduct of their duties, indemnification and payment of expenses.

#### **8.24 Insurance**

The Federation shall purchase and maintain insurance for the benefit of any or all Directors or Officers against personal liability incurred by any such person as a Director or Officer.

#### **8.25 Appointment of Additional Directors**

The President may with the approval of the Board of Directors, at the Presidents discretion, appoint Directors for a specific purpose or to represent specific areas or for any reasonable purpose. Such Directors will have all the privileges, responsibilities and obligations of other Directors. The position shall carry a vote on proceedings of the Federation at General Meetings.

**8.26 Number**

The number of additional Directors shall not exceed  $\frac{1}{3}$ <sup>rd</sup> the number of currently elected Directors.

**8.27 Term**

The term of such appointment shall be one year, or until the next Annual General Meeting.

**8.28 Removal of Director**

Additional Directors may be removed from their positions in the same manner and under the same conditions as are in effect for the removal of elected Directors.

**9. PROCEEDINGS OF DIRECTORS**

**9.1 Meetings**

The Board of Directors may meet at the places they think fit to dispatch business and otherwise regulate their meetings and proceedings as they see fit, providing the number of meetings is not less than three per annum.

**9.2 Quorum**

The quorum shall be a majority of the Directors then in office.

**9.3 Chair**

The President shall be Chair of all meetings of the Board of Directors. Except in their absence or at their discretion, a Vice-President may take the Chair.

**9.4 Conference Call Meetings**

A President, or in their absence a Vice-President, may at any time convene a meeting of the Board of Directors. Meetings may be held by conference telephone on a 24 hour notice.

**9.5 Special Meetings**

A special meeting of the Board of Directors may be called at any time upon written request of the majority of Directors, stating the purpose of such a meeting.

**9.6 Notice and Minutes**

A notice giving the date, time and place of Board of Directors meetings shall be mailed, faxed or e-mailed to each Director at least 20 days before the holding of such meeting, except for special Board of Directors meetings as heretofore mentioned. A mailed notice shall be deemed to be received on the day it was posted. Adopted minutes of Directors meetings, shall be available to any club, regional association or member and will be available for viewing upon request within 30 days of the meeting.

**10. COMMITTEES**

**10.1 Appointment**

The President may, from time to time, appoint and constitute Committees and appoint Committee Chairs to perform such business on behalf of the Federation as may be decided. The President shall act ex officio on all committees.

**10.2 Exercise of Powers**

A committee so formed, in the exercise of the powers so delegated, shall conform to any rule imposed on it by the Board of Directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Board of Directors to be held next after it has been done.

**10.3 Procedures**

Subject to the directions of the Board of Directors, the committee shall determine its own procedure.

#### 10.4 Meeting Frequency

The members of the committee may meet and adjourn, as they think proper.

#### 10.5 Decision of Questions

Questions arising at a meeting of the Board of Directors and a committee of Directors shall be decided by a simple majority of votes unless it requires 75% majority to pass.

#### 10.6 Chair's Vote

In case of an equality of votes, the Chair will cast the deciding vote.

#### 10.7 Executive Committee

a. **Make Up**

There shall be an Executive Committee of the Federation consisting of the President, the two Vice-Presidents, the Treasurer, the immediate Past President, and the Executive Director (non-voting).

b. **Functions**

The functions of the Executive Committee shall be to:

- i. Assist the President in managing the Board of Directors;
- ii. Provide guidance and support to the Executive Director;
- iii. Engage with membership;
- iv. Provide support to the various committees of the Federation; and
- v. Where the role of Executive Director is vacant for any reason, implement and administer the day-to-day affairs of the Federation

c. **Limitations**

Subject to any limitation imposed by the Board of Directors from time to time, the Executive Committee shall have and may exercise all powers of the Board of Directors, consistent with the Policy Manual, in emergency circumstances where it is not practical to call a meeting of the Board of Directors.

d. **Reporting**

The Executive Committee shall make full report of its activities at each meeting of the Board of Directors and at such other times as may be required by the Board of Directors.

e. **Calling of Meetings**

The meetings of the Executive Committee may be called at any time by the President or on the request of a majority of the Executive Committee. At the discretion of the President, a meeting may be conducted by telephone conference call on giving at least 24 hours' notice by telephone, facsimile or electronic mail to each member of the Committee, as to the arranged time and date of the conference call meeting, provided that no such notice is required where all members of the committee are present in person.

f. **Quorum**

A quorum for a meeting of the Executive Committee shall be a simple majority.

g. **Majority**

At meetings of the Executive Committee, the vote of the majority shall govern. Only in the event of a tie vote may the Chair cast a vote. The vote shall not be passed with less than three votes.

h. **Expenses**

The Executive Committee shall be subject to all rules, which govern the functioning of the Board of Directors insofar as coverage of necessary expenses is concerned.

## 11. DUTIES OF OFFICERS

### 11.1 President

#### a. Role

The President is responsible for supervising the other Directors in the execution of their duties. The President shall preside at all meetings of the Federation and the Board of Directors. Except in the President's absence or at the President's discretion, a Vice-President may take the chair.

#### b. Appointing, Removal and Hiring of Executive Director

Subject to the approval of the Board of Directors, the President shall appoint or relieve the Executive Director as required to carry on the affairs and business of the Federation. The President shall appoint a hiring committee to assist with identifying and assessing candidates for the position of Executive Director. With input from the Executive Committee, and subject to the strategic plan and budget approved by the Board of Directors, the President shall fix the powers, duties, compensation and privileges of the Executive Director.

### 11.2 Executive Director

#### a. Role

The Executive Director:

- i. Is responsible for the administration of the day-to-day business of the Federation;
- ii. Shall act as an advisor to the Executive Committee and to the Board of Directors, and to any other Committee of the Federation;
- iii. Shall undertake actions, in accordance with the annual strategic plan and budget approved by the Board of Directors, to efficiently manage the Federation, and for the achievement of the Federation's mission and objectives;
- iv. Shall prepare an Annual Operations Plan aligned to the Annual Strategic Plan, to be approved by the Board of Directors;
- v. Shall maintain appropriate documents and records of the Federation as prescribed pursuant to applicable law, including the Societies Act, and as otherwise directed by the Board; and
- vi. Subject to the annual strategic plan and budget approved by the Board of Directors, shall appoint or relieve Federation staff as required to carry on the affairs of the Federation and shall fix the powers, duties, privileges and compensation of each individual employee.

### 11.3 Recording Secretary

The President may appoint a Recording Secretary who shall:

- a. Conduct the correspondence of the Federation.
- b. Issue notices of meetings of the Federation and Directors.
- c. Cause minutes to be made and kept of all meetings of the Federation, the Board of Directors and the Executive Committee.
- d. Have custody of all records and documents of the Federation except those required to be kept by the Treasurer.
- e. Have custody of the common seal of the Federation.
- f. Maintain the Register of Members.

### 11.4 Appointing Alternate Recording Secretary

At all meetings the President shall appoint a person to act as Recording Secretary at the meetings if the current Recording Secretary is unable to attend.

### 11.5 Vice-President

A Vice-President named by the President or selected by the Board of Directors shall carry out the

duties of the President during their temporary absence or in the event of the resignation of the President. In the case of there being no President elected at the Annual General Meeting the Board of Directors shall name a Vice-President to carry out the duties of the President.

#### **11.6 Treasurer**

- a. Shall keep the financial records, including books of account necessary to comply with the *Societies Act*.
- b. Shall render financial statements to the Board of Directors, Members and others when required.
- c. Shall prepare a report for the Annual General Meeting.

### **12. SEAL AND SIGNING AUTHORITY**

#### **12.1 Use of Seal**

The Board of Directors may provide a common seal for the Federation and may destroy a seal and substitute a new seal in its place.

#### **12.2 Signing Authority**

Any two of the President, a Vice-President, Treasurer or a delegated staff member shall sign all written contracts and obligations of the Federation and affix the seal thereto, if necessary, or shall give power of attorney, as the Board of Directors may determine, for signing such documents and affixing the seal of the Federation.

### **13. BORROWING**

#### **13.1 Authority**

In carrying out the purpose of the Federation, the Directors may borrow or raise or secure the payment of money in such manner as they think fit and, in particular, by the issue of debentures, provided debentures shall not be issued without the sanction of a Special Resolution of the Federation.

#### **13.2 Authorization**

From time to time, the Directors may authorize any Director, officer or employee of the Federation or any other person to make arrangements with reference to the money borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions, and to give such additional securities for any money borrowed by or remaining due from the Federation, as the Directors may authorize, and generally to manage transactions and settle the borrowing of money by the Federation.

#### **13.3 Restrictions**

The member may, by Special Resolution, restrict the borrowing powers of the Directors, but any such restriction imposed expires at the Annual General Meeting.

### **14. AUDITOR**

#### **14.1 Requirement**

The Federation is required to have an auditor.

#### **14.2 Appointment**

At each Annual General Meeting the Federation shall appoint an auditor to hold office until the auditor is re-elected or their successor is elected at the next Annual General Meeting. The auditor shall be appointed at each Annual General Meeting.

#### **14.3 Removal**

An auditor may be removed by any ordinary resolution at the Annual General Meeting or Special

General Meeting.

**14.4 Informing the Auditor of Appointment**

An auditor shall be promptly informed in writing of appointment or removal.

**14.5 Exclusions**

No Officer, Director or Employee of the Federation shall be auditor.

**14.6 Attendance at Meetings**

The auditor may attend General Meetings.

**14.7 Fiscal Year**

The fiscal year of the Federation shall be the calendar year.

**14.8 Annual Audited Financial Statements Distributed to Member Clubs**

A copy of the yearly audited financial statements shall be distributed by electronic mail to Member Clubs at least 10 days before the Annual General Meeting.

**14.9 Annual Audited Financial Statements Distributed at AGM**

The Federation shall provide a hard copy of the Financial Audit to all Members attending the Annual General Meeting.

**15. NOTICE TO MEMBERS**

**15.1 Means of Notification**

A notice may be given to a Member, either personally or by mail, at their registered address, or by facsimile or email to an address provided by the Member for that purpose.

**15.2 Proof of Notice**

A notice sent by mail shall be deemed to have been given on the day on which the notice is posted, and by way of proving the notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Post Office.

**15.3 Notice of Annual General Meeting**

Notice of an Annual General Meeting shall be given to:

- a. Every Member, Club, Branch, Region, Direct Member, Honorary Life Member and Life Member shown on the Register of Members on the day the notice is given.
- b. The auditor.

**15.4 Rendering of Notice**

No other person is entitled to receive a notice of an Annual General Meeting or General Meeting.

**16. BY-LAWS**

**16.1 Member Entitlement**

On being admitted to membership, each Member is entitled to and the Federation shall give them, without charge, a copy of the Constitution and By-Laws of the B.C. Wildlife Federation.

**16.2 By-Law Changes**

These By-Laws shall not be altered or added to except by Special Resolution passed at an Annual General Meeting.

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**17. MISCELLANEOUS**

**17.1 Meetings**

Any meeting of the Federation, the Board, or any committee may also be held, or any person may participate in any meeting of the Federation, the Board, or any committee, by conference call or similar communication equipment or device so long as all the persons participating in the meeting can hear and respond to one another. All such persons so participating in any such meeting shall be deemed to be present in person at the stated location of such meeting and may vote, if entitled to do so, by a voice vote recorded by the secretary of such meeting.

**18. FORMERLY UNALTERABLE PROVISIONS**

**18.1 Sections from Constitution**

The following provisions under this Part were formerly unalterable and shall not be altered except by Board resolution sanctioned by a Special Resolution passed at a General Meeting.

- a. To promote the true appreciation of sportsmanship and sports safety in the light of fish and wildlife regulations, and all the fair and accepted rules of hunting and fishing, and to foster co-operation and goodwill among sportspeople and outdoor recreationists in British Columbia and the rest of the world.
- b. In the event of winding up or dissolution of the Society [Federation], funds and assets of the Society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations concerned with the social problems or organizations pursuing the same purpose as this Society as may be determined by the Members of the Society at the time of winding up or dissolution and, if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization, provided, however, that such organizations referred to in this paragraph shall be registered charities recognized by Revenue Canada Taxation as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.
- c. The aims of the Society [Federation] shall be carried out without purpose of gain for its Members and any profit or other accretion shall be used for furthering its aims.
- d. That should the B.C. Wildlife Federation, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolves or ceases to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the B.C. Wildlife Federation to: such charitable organizations in British Columbia pursuing the same purpose as this Federation at the time of winding up or dissolution and, if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization in British Columbia, provided, however that such organization referred to in this paragraph shall be registered charities recognized by Revenue Canada Taxation as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.