



T.K. SPARKS

**BYLAWS**  
**OF**  
**TOURISM KELOWNA SOCIETY**  
**PART 1 – INTERPRETATION**

1. In these bylaws, unless the context otherwise requires:
  - a) **“bylaws”** means these bylaws as altered from time to time;
  - b) **"directors"** means the directors of the society for the time being;
  - c) **"Kelowna Metropolitan Area"** means the City of Kelowna and those areas included in the Kelowna Census Metropolitan Area as determined from time to time by Statistics Canada on behalf of the Government of Canada;
  - d) **"member"** or **“membership”** in relation to the society, means a person who becomes, in accordance with these bylaws, a member of the society and who remains a member of the society;
  - e) **"society”** means the Tourism Kelowna Society;
  - f) **"Societies Act"** means the Societies Act of British Columbia from time to time in force and all amendments to it;
  - g) **"registered address"** of a member means the member’s address as recorded in the register of members;
  - h) **“Tourism Kelowna Member Principles”** means the principles of the society that must be signed, followed and upheld by the members of the society; and
  - i) **“Tourism Related Business”** means a tourism-oriented business which may include, but not be limited to, a leisure, attraction, accommodation or entertainment business, or any other business, as determined by the directors, in their sole discretion.
2. The definitions in the *Societies Act* on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.
4. If there is a conflict between these bylaws and the *Societies Act* or the regulations under the *Societies Act*, the *Societies Act* or the regulations, as the case may be, prevail.

PART 2 – MEMBERSHIP

5. The society shall have the following categories of membership:
  - a) Voting Members; and
  - b) Advertisers.
6. Voting Members shall be those persons, including businesses, associations, or government bodies, who have an active Tourism Related Business located within the Kelowna Metropolitan Area who are admitted to the society and remain in good standing with the society. Voting Members shall be entitled to one vote in the society and have full rights of membership in the society.

Notwithstanding the foregoing, those persons, including businesses, associations, or government bodies, who apply to the society for membership and have a Tourism Related Business located outside the Kelowna Metropolitan Area may still be eligible to be deemed a Voting Member if the directors, in their sole discretion, deem the Tourism Related Business to be a major tourism attraction that offers provincial-level brand awareness and indirectly supports the Kelowna Metropolitan Area due to proximity. Such admittance as a Voting Member will be determined by the directors, in their sole discretion.

7. Advertisers shall be those persons, including businesses, associations, or government bodies, who:
  - a) Operate a Tourism Related Business located outside the Kelowna Metropolitan Area; or
  - b) Non-tourism related businesses located within the Kelowna Metropolitan Area; or
  - c) Accommodators located within the Kelowna Metropolitan Area who do not remit voluntary DMF to the society; or
  - d) Accommodators remitting the Tax (as defined in bylaw 12) that is allocated to affordable housing rather than to destination marketing,

who are admitted to the society and remain in good standing with the society. Advertisers shall not be entitled to a vote and shall have limited privileges only, as the society prescribes from time to time.

8. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
9. A person, including a business, association or government body may apply to the directors for membership in the society and on acceptance by the directors is a member. The directors may, in their sole discretion, refuse the admittance of a prospective member into

the society if they deem the prospective member to not fall within the definition of “Voting Member” or “Advertiser.”

10. Every member must:
  - a) uphold the constitution of the society;
  - b) sign and abide by the society’s Tourism Kelowna Member Principles;
  - c) comply with these bylaws; and
  - d) pay annual membership fees when due.
11. For further clarity, with regards to the definition of Voting Members and Advertisers in sections 6 and 7, any member of the society who provides accommodation services in the Kelowna Metropolitan Area and who collects applicable taxes (including but not limited to Municipal and Regional District Tax) on accommodation services in a designated accommodation area as defined in the Provincial Sales Tax Act S.B.C. 2012, c. 35, and regulations (“Tax”) and submits the Tax to the society shall be deemed to be financially contributing to the society through a Board approved marketing project of the society and shall not be obligated to pay any annual membership fees for as long as the Tax is paid to the society. In the event that the member ceases to pay the Tax to the society in any given year, the member will no longer be deemed to be financially contributing to the society through a Board approved marketing project of the society and will be required to pay any annual membership fees, when due.
12. The amount of the annual membership fees payable by the members, which are required to become a member, or to retain membership, shall be determined at the operational level of the society.
13. A member’s membership in the society terminates when:
  - a) the member delivers his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
  - b) on his or her 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 Four (4) consecutive months.
14. A member may be disciplined or expelled by director’s resolution.
15. The notice for the proposed discipline or expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
16. The member who is the subject of the proposed discipline or expulsion must be given an opportunity to be heard before the resolution is put to a vote by the directors

17. All members are in good standing except:
  - a) a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society; or
  - b) a member who, in the discretion of the directors, has failed to uphold the constitution of the society, uphold the bylaws of the society or abide by the Tourism Kelowna Member Principles.

### PART 3 – MEETINGS OF MEMBERS

18. General meetings of the society must be held at the time and place, in accordance with the *Societies Act*, that the directors decide.
19. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
20. The directors may, when they think fit, convene an extraordinary general meeting.
21. Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
22. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the Voting Member entitled to receive notice does not invalidate proceedings at that meeting.
23. The first annual general meeting of the society must be held not more than Fifteen (15) Months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than Fifteen (15) Months after the holding of the last preceding annual general meeting.

### PART 4 – PROCEEDINGS AT GENERAL MEETINGS

24. At a general meeting, the following business is ordinary business:
  - a) the adoption of rules of order;
  - b) the consideration of the financial statements of the society presented to the meeting;
  - c) consideration of the reports, if any, of the directors or auditor;
  - d) election or appointment of the directors;
  - e) the appointment of the auditor, if required;
  - f) business arising out of a report of the directors not requiring the passing of a special resolution.

25. A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning the business.
26. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
27. If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
28. A quorum is half of the directors plus one (1) and fifteen of the Voting Members in good standing.
29. If within Thirty (30) Minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Voting Members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within Thirty (30) Minutes from the time appointed for the meeting, the Voting Members present constitute a quorum.
30. Subject to bylaw 31, the Chairperson of the directors of the society, the Vice-Chairperson or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
31. If at a general meeting:
  - a) there is no Chairperson, Vice-Chairperson or other director present within Fifteen (15) Minutes after the time appointed for holding the meeting; or
  - b) the Chairperson and all the other directors present are unwilling to act as the chair, the Voting Members present must choose one of their number to be the chair.
32. A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
33. When a meeting is adjourned for Ten (10) Days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
34. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
35. A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.

36. In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a Voting Member, and the proposed resolution does not pass.
37. Voting by proxy is not permitted.
38. Voting is by show of hands or electronic voting if so arranged by the society from time to time.
39. A corporate Voting Member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a Voting Member, and that representative must be considered as a Voting Member for all purposes with respect to a meeting of the society.

#### PART 5 – DIRECTORS AND OFFICERS

40. The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to:
  - a) all laws affecting the society;
  - b) these bylaws; and
  - c) rules, not being inconsistent with these bylaws that are made from time to time by the society in a general meeting.
41. A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
42. The society shall be governed by a board of directors consisting of:
  - a) a maximum of six (6) directors appointed by the Board (the “Appointed Directors”) as hereinafter provided; and
  - b) a minimum of six (6) directors and a maximum number that shall be determined from time to time by the directors in their sole discretion that shall be elected by the Voting Members as hereinafter provided (the “Elected Directors”).

(the Appointed Directors and Elected Directors collectively referred to as the “**Board**”).

The Board shall be responsible for the stewardship of the society and shall approve, on at least an annual basis, a strategic plan that takes into account the opportunities available to and risks affecting the society.

43. The six (6) Appointed Directors shall be comprised of:

- a) the President of the Kelowna Hotel Motel Association, who shall be a voting member of the Board;
  - b) the Airport Director of the Kelowna International Airport, who shall be a voting member of the Board;
  - c) one (1) councilor for the City of Kelowna, who shall be a non-voting member of the Board;
  - d) one (1) councilor for the District of Lake Country, who shall be a non-voting member of the Board;
  - e) the past Chairperson of the Board of Directors (being the Chairperson from the preceding term), who shall be a voting member of the Board; and
  - f) one (1) individual that the Board deems, by a majority vote, to have skills or services related to the governance or operation of the society and that whose participating would confer a benefit on the running of the society, who shall be a voting member of the Board.
44. Intentionally Deleted.
45. Every Appointed Director shall be appointed for a one (1) year term.
46. Every Elected Director must be a Voting Member, or the authorized representative of a Voting Member where the Voting Member is not an individual, who is in good standing.
47. The Elected Directors shall be elected in the following manner:
- a) 50% of the Elected Directors positions must be from the accommodation industry, with a maximum of one (1) Elected Director to be representing a bed and breakfast.
  - b) The remaining Elected Directors positions shall be from various tourism industries as determined by the directors. In the event that there are no Voting Members who are eligible to be an Elected Director in a specific tourism industry, the Board may leave the Elected Director position for the specific tourism industry vacant.
48. The term of office for the Elected Directors shall be as follows:
- a) Every Elected Director shall be elected for a two (2) year term;
  - b) Each year, half of the Elected Directors from the accommodation industry shall come up for renewal for a new two (2) year term;
  - c) Each year, half of the remaining Elected Directors shall come up for a renewal for a new two (2) year term. In the event the directors determine that the position for an Elected Director in a specific industry should not be renewed, then the number

of renewed Elected Director positions for that year shall decrease by the number of Elected Director positions that are not being renewed.

49. Retiring Elected Directors shall be eligible for re-election provided that no Elected Director shall serve as an Elected Director for more than six (6) consecutive years (the "Maximum Term"). For the purposes of calculating the Maximum Term, partial terms created as a result of a director filling a vacancy in a director position shall not be included. Notwithstanding the foregoing, an Elected Director who serves as the Vice-Chairperson in the sixth (6<sup>th</sup>) consecutive year of being an Elected Director shall be eligible for re-election for one (1) further two (2) year term and after serving the additional two (2) year term shall not be eligible for re-election.
50. At least sixty (60) days before the annual general meeting, the Board shall form a Board Development Committee comprised of at least three (3) directors.
51. The Board Development Committee shall issue an open call for nominations from Voting Members and, based on the nominations the Board Development Committee receives, shall develop a list of recommended nominees for each available position and obtain the written consent and biographical information of each such recommended nominee. At least thirty (30) days before the annual general meeting, the Board Development Committee shall provide notice to all Voting Members of its recommendations together with biographical information.
52. In addition to recommendations of the Board Development Committee, nominations may be made by:
  - a) any Voting Member, or an individual on behalf of a Voting Member if the Voting Member is not a natural person, nominating himself or herself provided that the nomination is submitted to the Board not less than ten (10) days before the election date together with the nominee's consent and credentials, and the Board shall circulate such information in the same manner the Board is circulating the information of the recommended nominees made by the Board Development Committee; and
  - b) any Voting Member, or an individual on behalf of a Voting Member if the Voting Member is not a natural person, nominating a Voting Member provided that the nominee's consent and credentials have been obtained by the nominator and provided that the nomination, consent, and credentials of the nominee are submitted to the Board not less than ten (10) days before the election date, and the Board shall circulate such information in the same manner the Board is circulating the information of the recommended nominees made by the Board Development Committee.
53. The Elected Directors must retire from office at the annual general meeting coinciding with the expiration of their term when their successors are elected.
54. An election may be by acclamation, otherwise it must be by ballot, and the ballot may be in any format, including electronic, that the Board decides in its discretion.



55. The directors may at any time and from time to time appoint a Voting Member as a director to fill a vacancy in the directors. The Voting Member who is appointed to fill the vacancy shall serve as a director until the end of the term of the director position that the Voting Member is filling
56. An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
57. The Voting Members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
58. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.
59. Every director and officer shall:
  - a) act honestly and in good faith in the best interests of the society, without regard for any specific person, endeavour, or industry, including the industry to which such director or officer belongs or represents;
  - b) exercise care, diligence and skill of a reasonably prudent person;
  - c) not communicate confidential information to anyone not entitled to receive the same;
  - d) not use information, confidential or otherwise, that is gained in the execution of his or her office and is not available to the members of the society generally, to further or seek to further the director or officer's private pecuniary or other interest;
  - e) not use the position as director or officer to secure special privileges, favours, or exemptions for himself or herself personally or any other person;
  - f) not be placed in a situation where the director or officer may be under obligation to someone who has business dealings with the society and who would benefit from a special consideration or treatment;
  - g) not use the position as director or officer to influence a decision to be made by another person to further the director or officer's private pecuniary or other interest;
  - h) avoid any situations that could cause any person to believe that the director or officer may have brought bias or partiality to a question before the society and committee or board of the society.

60. For the purposes of these bylaws, "pecuniary interest" shall mean an interest consisting of money, measure in money or related to money (including a financial gain or an avoidance of a financial loss) and shall include the following:
- a) "direct pecuniary interest", which shall be considered to exist where the pecuniary interest is directly under the control of the director or officer;
  - b) an "indirect pecuniary interest", which shall be considered to exist where the director or officer:
    - i) is a shareholder in, or a director or senior officer of, a corporation or agency that has a pecuniary interest in the matter;
    - ii) is a member of a body that has a pecuniary interest in the matter;
    - iii) is a partner or agent of a person who has a pecuniary interest in the matter;  
or
    - iv) is in the employment of a person or body that has a pecuniary interest in the matter;
  - c) a "deemed pecuniary interest", which shall be considered to exist where the pecuniary interest of
    - i) The director's close relatives;
    - ii) Other boards on which the director serves;
    - iii) Community organization in which the director participates; or
    - iv) The director's employer;is known to the director.
61. The Board shall hire, from time to time as it deems necessary, a salaried chief executive officer who will be called the President and CEO. The CEO shall deal with all day to day operations and management, employment issues, including salary, employment reviews, and termination, taking into consideration the recommendations of the Board or any relevant committee. The CEO shall attend all Board meeting unless otherwise directed by the Board and shall be held to the levels of conduct established in section 59.

#### PART 6 – PROCEEDINGS OF DIRECTORS

62. The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

63. The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
64. The Chairperson of the Board is the chair of all meetings of the directors, but if at a meeting the Chairperson is not present within Thirty (30) Minutes after the time appointed for holding the meeting, the Vice-Chairperson must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
65. A director may at any time, and the Secretary, on the request of a director, must, convene a meeting of the directors.
66. A director may not attend more than half of the Board meetings in a calendar year by telephone or other means.
67. The directors may delegate any, but not all, of their powers to committees. Accordingly, the Board may, from time to time establish committees as it sees fit.
68. A committee shall consist of at least one director and such additional members, or their authorized representative, or persons, as the Board appoints in its discretion, provided that a majority of the members of such a committee shall be Voting Members.
69. The Board may, in its sole discretion, remove any person from a committee.
70. All committees so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors from time to time, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done. Minutes of each and every committee meeting must be taken and copies provided to the Board prior to the next scheduled Board meeting.
71. Each committee may, at its own discretion, create and delegate responsibilities to such subcommittees as it sees fit. Unless otherwise authorized by the Board in writing, such subcommittees shall consist of at least one director and such additional members, or their authorized representative, as the committee appoints in its discretion. All subcommittees in the exercise of the powers so delegated must conform to any rules imposed on it by the directors or establishing committee from time to time, and must report every act or thing done in exercise of those powers to the earliest meeting of the establishing committee held after the act or thing has been done, and to the Board if requested. Minutes of each and every committee meeting must be taken and copies provided to the Board prior the next scheduled Board meeting.
72. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within Thirty (30) Minutes *after* the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
73. The members of a committee may meet and adjourn as they think proper.

74. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the 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 the directors is present.
75. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, email, facsimile, or telegram, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:
- a) a notice of meeting of directors is not required to be sent to that director; and
  - b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
76. Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
77. In the case of a tie vote, the chair does not have a second or casting vote.
78. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
79. In the event of a vote by the directors relating to the approval of an annual marketing plan or budget, the following majorities must be obtained for the vote to succeed:
- a) a simple majority of the Elected Directors who are accommodation representatives; and
  - b) a simple majority of the directors present at the meeting.

This voting process shall be required for any vote by the directors if an Elected Director who is an accommodation representative requests that this method of voting be used prior to the voting taking place.

80. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

#### PART 7 – DUTIES OF OFFICERS

81. At the first meeting of the Board following each annual general meeting, the Board shall elect from among the directors a Chairperson, Vice-Chairperson, Secretary and Treasurer. Each officer shall serve in the respective position for a term of one (1) year. There is no limit as to how many terms a director may serve as Chairperson, Vice-Chairperson, Secretary and Treasurer, so long as a director does not exceed the term length requirements noted in bylaw 49.

82. The Chairperson presides at all meetings of the society and of the directors.
83. The Chairperson must supervise the other officers in the execution of their duties.
84. The Vice-Chairperson must carry out the duties of the Chairperson during the Chairperson's absence.
85. The Secretary is responsible for:
  - a) conduct of the correspondence of the society,
  - b) issuing notices of meetings of the society and directors;
  - c) keeping minutes of all meetings of the society and directors;
  - d) having custody of all records and documents of the society except those required to be kept by the treasurer;
  - e) maintaining custody of the common seal of the society; and
  - f) maintaining the register of members.
86. The Treasurer is responsible for:
  - a) keeping the financial records, including books of account, necessary to comply with the *Societies Act*; and
  - b) rendering financial statements to the directors, members and others when required.
87. The offices of Secretary and Treasurer may be held by one person who is to be known as the Secretary/Treasurer.
88. In the absence of the Secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

#### PART 8 - SEAL

89. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

#### PART 9 - BORROWING

90. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, in particular but without limiting that power, by the issue of debentures.
91. A debenture must not be issued without the authorization of a special resolution.

92. The Voting Members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

#### PART 10 – AUDITOR

93. This Part applies only if the society is required or has resolved to have an auditor.
94. The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
95. At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
96. An auditor may be removed by ordinary resolution.
97. An auditor must be promptly informed in writing of the auditor's appointment or removal.
98. A director or employee of the society must not be its auditor.
99. The auditor may attend general meetings.

#### PART 11 – NOTICES TO MEMBERS

100. A notice may be given to a member, either personally, by email, or by mail to the member at the member's registered address.
101. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle. A notice sent by email or facsimile is deemed to have been given on the day the notice is sent.
102. Notice of a general meeting must be given to:
- a) every member shown on the register of members on the day notice is given; and
  - b) the auditor, if Part 10 applies.
103. No other person is entitled to receive a notice of a general meeting.

#### PART 12 - BYLAWS

104. On becoming a member, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society, or advise the member where a copy of the constitution and bylaws are available electronically without charge to the member.

105. These bylaws must not be altered or added to except by special resolution.