

# Bylaws of BC Islands Mensa

Amended 2016

## Article 1: Name and Purpose

- 1.1 The name of the organization shall be BC Islands Mensa.
- 1.2 BC Islands Mensa is a local group of Mensa Canada Society and is subject to the constitution, bylaws and regulations of that body.

## Article 2: Membership

- 2.1 Membership of BC Islands Mensa shall be open to all Mensa members who normally reside on British Columbia's coastal islands, except Bowen Island and other islands in Howe Sound.
- 2.2 Mensa members who are not members of BC Islands Mensa are welcome to participate in the activities of BC Islands Mensa, but may not vote nor hold office in BC Islands Mensa.

## Article 3: Officers and Duties

- 3.1 The elected officers of BC Islands Mensa shall be:
  - a) Local Secretary,
  - b) Deputy Local Secretary,
  - c) Treasurer.

These officers shall constitute and shall be the voting officers on the Executive Committee, and shall vote on resolutions presented to the Executive Committee.

- 3.2 Other non-voting officers may be appointed by the Executive Committee. They may include, but are not limited to, the following:
  - a) Program Coordinator,
  - b) Publicity Coordinator,
  - c) New Members Coordinator.

3.3 The Local Secretary shall:

- a) be the Chief Executive Officer of BC Islands Mensa,
- b) preside at meetings of the Executive Committee and at annual and special General Meetings,
- c) cast a deciding vote in the event of a tie vote upon any resolution,
- d) be responsible for liaison with the Regional Representative and with Mensa Canada Society.

Upon completion of her/his term of office, the retiring Local Secretary shall succeed to the office of Past Local Secretary, provided the she/he has not resigned or been removed from office, is not currently holding any other voting office on the Executive Committee, and is willing to serve.

3.4 The Deputy Local Secretary shall:

- a) record the minutes of all proceedings of the Executive Committee and the local group,
- b) preside in the absence of the Local Secretary,
- c) succeed to the office of Local Secretary if that officer is unable to serve out her/his term.

3.5 The Treasurer shall:

- a) assume responsibility for the financial matters of BC Islands Mensa including, if applicable, the financing of the newsletter,
- b) receive all monies, pay all bills and keep appropriate records,
- c) submit a written annual financial report to the Executive Committee for publication.

3.6 The Past Local Secretary shall:

- a) act as a consultant to the Executive Committee,
- b) take on from time to time specific projects at the request of the Executive Committee.

3.7 The term of office shall be one (1) year. An elected officer shall not serve in the same capacity for more than two (2) consecutive terms.

3.8 All elected and appointed officers are required to be members in good standing of Mensa Canada Society and BC Islands Mensa.

- 3.9 Elected officers may be removed from office by reason of resignation or inability to serve, or by a recall election. A recall election may be called by a petition signed by at least twenty per cent (20%) of the members of BC Islands Mensa, citing the reason for the petition. The recall election shall be held within sixty (60) days of a properly qualified petition being presented to the Regional Representative. The balloting procedure of a regular election shall apply.
- 3.10 Vacancies on the Executive committee shall be filled within sixty (60) days of their occurrence by officers appointed by resolution of the Executive Committee. Such appointments must be confirmed at the next General Meeting.

#### **Article 4: Meetings**

- 4.1 A quorum of the Executive Committee is two (2) voting members.
- 4.2 The Executive Committee shall meet at least once each quarter.
- 4.3 A quorum of the general membership is at least ten per cent (10%) of the membership or ten (10) members, whichever is less. Should a quorum not be present for a duly called business meeting, another business meeting shall be called five (5) or more days later and those present shall constitute a quorum.
- 4.4 Regular business meetings of BC Islands Mensa shall be held at least once a year. Additional business meetings may be called at any time by the Executive Committee, or upon receipt of a petition signed by at least twenty per cent (20%) of members of BC Islands Mensa, citing the reason for the petition. Notice of all business meetings shall be sent to the membership at least two (2) weeks before the meeting date, except as noted in 4.3 above.
- 4.5 The Annual General Meeting of BC Islands Mensa shall be held between May 15 and May 31 inclusive. All officers shall prepare and present written annual reports at this meeting. Election of members of the Executive Committee shall be held at this meeting.
- 4.6 *Robert's Rules of Order*, last edition, and these bylaws shall apply at all meetings of BC Islands Mensa, with these bylaws taking precedence.

#### **Article 5: Finances**

- 5.1 The financial year shall be May 1 to April 30.
- 5.2 All monies of the local group shall be held on deposit in a recognized financial institution in an account in the name of BC Islands Mensa.
- 5.3 Any two (2) of three (3) signing officers shall sign all cheques. The signing officers shall be the members of the Executive Committee.
- 5.4 Each member of the Executive Committee shall have access to all the financial records at all times.

- 5.5 The books and records of BC Islands Mensa may be inspected by any member of the local group at the first business meeting of each calendar year or at any time upon giving reasonable written notice and arranging a time and place satisfactory to the officer or officers having charge of these books and records.

#### **Article 6: Elections**

- 6.1 The Executive Committee shall appoint a Nominating Committee by February 1 of each year. The Nominating Committee shall consist of three (3) members in good standing, of whom two (2) may be members of the Executive Committee. No member of the Nominating Committee may be a candidate in the election. The Nominating Committee shall be responsible for ensuring that at least one (1) eligible and competent candidate is nominated for each elected position and that the names of the nominated candidates are published in the local newsletter.
- 6.2 The Executive Committee shall name an Elections Officer by February 1 of each year. The Elections Officer shall not be a candidate in the election, nor shall she or he be a member of the Executive Committee. The Elections Officer shall be responsible for conducting the election, receiving and counting ballots and certifying results, following a procedure acceptable to Mensa Canada Society.
- 6.3 There shall be no proxy votes.
- 6.4 Nominations must be made before the May newsletter publishing deadline, by a member other than the candidate.
- 6.5 Ballots in a form acceptable to the Elections Officer must be received by her/him before 9 pm on the date of the election.
- 6.6 Each candidate may have a representative observe the counting of the ballots.

#### **Article 7: Amendments**

- 7.1 Amendments to these bylaws may be proposed by the Executive Committee or by a petition signed by at least ten per cent (10%) of the members of BC Islands Mensa. Notice of such proposed amendments shall be sent to the membership, or published in the newsletter, at least fourteen (14) days before the meeting at which they are to be considered and voted on.
- 7.2 A simple majority of the members attending the business meeting at which there is a quorum shall ratify or disallow the proposed amendment.
- 7.3 When ratified by the local membership, the amendments shall be submitted to the Board of Directors of Mensa Canada Society for approval. Upon approval by the Board, the amendments shall be in force.