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ARTICLE I NAME

- a. The name of the organization shall be FRIENDSHIP FORCE METRO VANCOUVER (hereafter referred to as FFMV or the club).
- b. The name shall be written in proper sequence with no deviations.
- c. The name shall not be changed unless permission has first been obtained from Friendship Force International (hereafter referred to as FFI).

ARTICLE II PURPOSES

The purposes of the club shall be to:

- a. Provide leadership and support for the cultural journey programs;
- b. Provide continuity of the activities of FFI through educational and cultural means;
- c. Increase program awareness by disseminating information to club members and to interested persons in the community;
- d. Recruit members and maintain an active membership file;
- e. Provide an orderly means of assembling and retaining pertinent records for use in establishing and assisting journey committees.
- f. Promote friendship within the club as well as outside the regular business of the club.

The club is not authorized to engage in a regular business carried on for profit, and is not organized for and shall not be operated for pecuniary gain or profit. All club activities shall align with the purposes stated above for which the club is organized. No part of the club assets or its net earnings shall inure to the benefit of any private individual, other than payments for tasks associated with FFMV purposes. The club shall not engage in propaganda, attempt to influence legislation or participate in any political campaign on behalf of any candidate for public office, nor shall any part of club assets or income be used for such a purpose.

ARTICLE III MEMBERSHIP

Section 1. Eligibility for membership

- a. Any individual is eligible for membership who supports the goals and purposes of Friendship Force International and is willing to pay the required annual fees and to abide by these Bylaws and the Policies of the club.
- b. A member is in good standing after having completed a club application form, met with the Membership Director and paid the annual fees.
- c. Only members in good standing shall be entitled to vote at club meetings.

Section 2. Right to refuse membership

- a. The Executive has the right to refuse to accept membership fees from any applicant for membership, or refuse to accept the renewal fees of any existing member who has demonstrated by his or her behaviour that he or she is not supportive of the goals and ideals of FFI.

- b. Upon taking such action, the Executive shall give written notice thereof to such member or applicant and return any money tendered as fees, whereupon that person shall no longer be considered a member.
- c. The decision of two-thirds (2/3) of the Executive in taking such action shall be final and conclusive.

Section 3. Membership categories

- a. An active member is defined as a person in good standing, i.e. someone who has been approved for membership and is up-to-date with paying the annual membership fee.
- b. An honorary member (as per motion at March 11, 2017 general meeting) is defined as a person recognized for distinguished service to FFMV who is not required to pay annual membership fees, will be listed separately on the membership list, and will not be part of the FFMV membership count.

Section 4. Membership year and fee

- a. The membership year shall be January 1 to December 31.
- b. Membership renewal fees shall be due by December 31.
- c. If new members join the club during the July-October time period, their dues are half price for the first year. Those who join in November or December shall pay full dues which will be carried forward to include the following year.
- d. Members who remain unpaid by January 31 may be removed from active membership status.
- e. Changes to the membership fees as specified in the club Policies shall be recommended by the Executive and ratified by a two-thirds (2/3) vote of the membership present and voting.

Section 5. Right to participate in journeys

- a. Membership does not confer any right to participate in a Friendship Force journey as a host or as an ambassador.
- b. FFMV inbound journey hosts are selected by the host coordinator, and FFMV outbound journey ambassadors are selected by the ambassador coordinator, in accordance with policies and procedures established by FFMV and FFI.

Section 6. Use of member photos or personal information

- a. The club may collect photos of club events from members for publication on the FFMV website or Facebook page or any means used by the club to promote the club and its activities.
- b. Members shall leave a photo opportunity if they do not want their photo taken.
- c. The club agrees to, where possible, remove photos from the FFMV website or Facebook page upon a member's request, if they were unaware that the photo was taken at an event.
- d. Members who have taken photos at club journeys or events for their personal use and/or personal social network, will honour a member's request to remove their photo from the member's social network and/or public view.
- e. Member and club information is not to be used for commercial gain, any form of advertising or marketing, or distribution to third parties.

- f. It is the duty of all members to report irregularities to the Executive immediately and any misuse of club or member information may lead to expulsion.

ARTICLE IV MEETINGS

Section 1. General membership meetings

- a. General membership meetings shall be held at least quarterly on dates designated by the Executive.
b. A quorum for a general membership meeting shall be 30% of the active membership.

Section 2. Annual general meeting

- a. The annual general meeting of the club shall be held in January after the fiscal year end.
b. An email shall be sent by the Communications Director to all members at least 30 days prior to the meeting.
c. Whenever elections are to be held, the list of nominations pursuant to Article V of these Bylaws shall be made part of this notice.
d. A quorum for the annual general meeting shall be 30% of the active membership.

Section 3. Special general membership meetings

- a. A special general membership meeting may be called by the President, any three (3) members of the Executive, or any fifteen (15) members, with at least fifteen (15) days prior notice to all members.
b. Members will be notified by email of the date and location of a special general meeting.
c. Only the business mentioned in the notice of the meeting shall be conducted at such a meeting.
d. A quorum for a special general membership meeting shall be 30% of the active membership.

Section 4. Voting

- a. All active and honorary members shall have the right to vote in person at the general membership and annual general meetings of the club.
b. A majority vote is required at all meetings to pass a motion except as otherwise noted in these bylaws.
c. For a motion involving the expenditure of unbudgeted club funds over the amount specified in the FFMV Policies, a majority of two-thirds (2/3) of members present is required.

ARTICLE V EXECUTIVE

Section 1. Members of the Executive

- a. The Executive shall consist of the elected officers and directors of the club. The Past President shall be included as a non-elected officer.

Section 2. Duties of the Executive

- a. Establish and uphold the bylaws and policies of the club.
b. Manage the affairs of the club.
c. Oversee the club funds and approve the official bank account location.

- d. Prepare a proposed annual budget with the assistance of the Treasurer, for discussion and adoption by the membership at the annual general meeting.
- e. Provide input on Executive issues when requested.
- f. Approve applications for membership.
- g. Appoint the ambassador coordinator(s) and/or host coordinator(s) and assist in the promotion of journeys.
- h. Determine the membership fee necessary to balance the budget and make a recommendation to the membership;
- i. Receive reports on plans for inbound journeys and outbound journeys, and provide feedback.
- j. Establish Ad Hoc committees as needed.
- k. Provide recognition of key volunteers.
- l. Select a member of the club to fill the unexpired term of the Vice-president, Secretary, Treasurer or any Director.
- m. Represent the club to the public.
- n. Recognize and celebrate club milestones.
- o. Strive to have an Executive member attend the FFI international conference.

Section 3. Executive meetings

- a. Executive meetings shall be held at such times as determined by the Executive, with a minimum of four meetings per year.
- b. Any three members of the Executive, including at least one officer may call an Executive meeting with at least fifteen (15) days notice. The Executive members calling the meeting shall prepare and disseminate an agenda by email.
- c. The presence of no less than five (5) Executive members, at least one of which is an officer, shall constitute a quorum of the Executive.
- d. Unless a higher percentage vote is specified herein, a vote of the majority of Executive members present at a meeting is necessary to constitute the action of the Executive.
- e. A current ambassador coordinator or host coordinator for a journey, and/or any additional committee member, may be invited by a member of the Executive to attend a regular Executive meeting on a non-voting basis as required.

Section 4. Club documentation and assets held by Executive members

- a. Any club documentation and/or assets pertaining to an Executive position shall be given to the incoming Executive member at the time of assuming office.

Section 5. Removal or resignation of an Executive member

- a. In the best interest of the club, an elected officer or director on the Executive may be removed from his or her post by a two-thirds (2/3) vote of the membership.

ARTICLE VI NOMINATION AND ELECTION OF EXECUTIVE POSITIONS

Section 1. Elected positions

- a. The officers of the club shall be the President, Vice-president, Secretary, and Treasurer.
- b. The directors of the club shall be for Membership and Recruitment, Communications, Education Journey and Social.
- c. The election of officers and directors shall be held at the January annual general meeting.
- e. The elected members shall assume office after the elections.
- f. The affirmative vote of a majority of the members present shall be required to elect each Executive member.
- g. Active and honorary members present in person may vote for elected positions; there shall be no voting by proxy.
- h. Voting for elected positions shall be by ballot. In the event of a tie vote, another ballot must be taken.
- i. If there is only one nominee for an office, that person is acclaimed to the position.
- j. An elected Executive member may succeed him/herself for a maximum of two (2) terms in any one position.

Section 2. Nominating Committee

- a. The Nominating Committee shall consist of three members in good standing, one of whom shall be the immediate Past President.
- b. The Nominating Committee shall name one person as chairperson and shall present a slate of candidates (with their consent) for vacant elected positions on the Executive at the next annual general meeting.
- c. Nominations shall also be accepted from the floor.

Section 3. Vacancies for elected positions

- a. In the case of a vacancy in the office of the President, the Vice-president shall become President. A new Vice-president shall then be elected by a majority vote of the Executive to hold office until ratification at the next general meeting.
- b. Other vacancies for elected positions on the Executive shall be filled by a majority vote of the Executive until ratification at the next general meeting.

ARTICLE VII ROLES OF ELECTED EXECUTIVE POSITIONS AND NON-ELECTED PAST PRESIDENT

Section 1. Role of the President

- a. Exercise all powers and perform all duties normally incident to the office of President.
- b. Preside at all meetings of the club and the Executive.
- c. Serve as official spokesperson for the club.
- d. Promptly send the Communications Director information on club outbound and inbound journey matches received from FFI, to allow them to be forwarded to all members.
- e. Serve as a liaison with FFI and with other international organizations.

- f. Prepare an annual report, with input from the Executive, to be provided to the membership prior to the annual general meeting.
- g. Serve as an ex-officio member of all committees except the Nominating Committee.
- h. Coordinate preliminary journey communications including requests, assignments, correspondence, and reporting to both FFI and the club.
- i. Send required information re the new Executive to FFI and the Canadian western field representative by January 31st.

Section 2. Role of the Vice-president

- a. Perform all the duties and responsibilities of the President in the absence of the President.
- b. Perform such other duties as the Executive may authorize.
- c. Assume the role of the President in the case of a vacancy in the office of President, for the balance of the term

Section 3. Role of the Secretary

- a. Record the minutes of each meeting of the Executive and the club.
- b. Send a draft of the minutes to the President and Vice-president within one week after each such meeting, for final copy distribution by the Communications Director to the membership within two additional weeks.
- c. Maintain a record of club assets and gifts or donations to the club.

Section 4. Role of the Treasurer

- a. Keep the financial accounts for the club.
- b. Deposit club funds into the bank approved by the Executive.
 - c. Collect all monies due to the club.
- d. Arrange for the payment of accounts owed by the club.
- e. Provide a typewritten financial report by email to the President, Vice-president and Secretary prior to each meeting of the Executive and membership. This report will be attached to the general meeting minutes.
- f. Prepare the annual financial report.
 - g. Assist the Executive in the preparation of an annual budget.
 - h. Assist an ambassador coordinator or host coordinator with managing journey funds.
 - i. Obtain membership approval for unbudgeted expenditures as per the FFMV Policies.
 - j. Provide the year's financial records to the Audit Committee prior to the annual general meeting of the club.
- k. Provide the President, Vice-president, and Membership and Recruitment Director with a list of paid members by February 15th in order to update the membership list.
- l. Forward the annual membership fees to FFI by the required date.
- m. Conduct an inventory check at each year end of club assets, in conjunction with the Secretary.

Section 5. Role of the Membership and Recruitment Director

- a. Form a Membership Committee for selection and orientation of new members and act as committee chair.
- b. Accept membership applications, and with a Membership Committee member or delegate(s), visit prospective members in their home at a pre-determined time to provide an orientation and discuss expectations of members.
- c. Send information on prospective new members to the Executive.
- d. Provide new members with the FFMV Orientation Package.
- e. Obtain information and a photo from each new member which is required for the Membership Booklet.
- f. Provide new members with a name badge upon payment of the applicable cost.
- g. Update and provide the membership roster to the Communications Director at the end of February as well as when new members have joined.
- h. Compile a host document containing information on member's hosting capacity and provide it to the host coordinator assigned for an inbound journey.
- i. Form a Recruitment Committee assigned the responsibility for recruitment of new members and act as a member or chair of the committee.
- j. Prepare a report and provide to the President for the annual report.

Section 6. Role of the Communications Director

- a. Develop communications on the club website and Facebook page
- b. Issue all official electronic correspondence to members (including meeting agendas and minutes, club events and other external club communications, membership roster and Membership Booklet, Journey matches from FFI etc.) as directed by the President or other members of the Executive.
- c. Ensure electronic correspondence from members is approved by the President prior to sending it to members.
- d. Ensure the notice of the annual meeting is distributed to members by email at least thirty (30) days prior to the annual general meeting.
- e. Provide local news media (e.g. local newspaper) with information and/or photos re inbound journeys if appropriate.
- f. Prepare a report and provide to the President for the annual report.

Section 7: Role of the Education Journey Director

- a. Form an Education Committee to develop presentations for members and act as committee chair.
- b. Make presentations to members of possible outbound journeys or about clubs and their culture for inbound journeys.
- c. Form a Journey Committee and act as committee chair.
- d. Survey members with the assistance of the Journey Committee to obtain preferences for future inbound and outbound journeys.
- e. Recommend to the Executive an overall plan for yearly journeys.

- f. When outbound and inbound journey match information is received from the President, if journeys have not been approved in advance, obtain approval for the journeys from members at a general meeting (or if necessary via email) before the FFI deadline for cancellation.
- g. Make preliminary contact with clubs designated as inbound and outbound journey partners on the "It's a Match" document. Once an ambassador or host coordinator has been appointed and approved by the Executive, further communication should be done by the ambassador coordinator or host coordinator.
- h. Guide the Executive in appointing a qualified ambassador coordinator or host coordinator.
- i. Provide an orientation session for potential future ambassador coordinators and host coordinators.
- j. Provide oversight or guidance as needed to an ambassador coordinator or host coordinator, including relevant documents.
- k. Assist an ambassador coordinator in filling quotas for an outbound journey, if requested.
- l. Maintain a file of the journey reports and evaluation summaries submitted by an ambassador coordinator or host coordinator.
- m. Maintain a record of promised mutual or reciprocal journey plans for future years, and maintain contact with those clubs.
- n. Prepare an annual report on journeys and provide to the President for the annual report.

Section 8: Role of the Social Director

- a. Form a Social Committee to assist with club social functions and act as committee chair.
- b. Bring the club together as friends by organizing social functions between club meetings, with the assistance of the Social Committee.
- c. Provide the Communications Director with information on planned social functions for posting on the club's website calendar and Facebook page.
- d. Prepare a report and provide to the President for the annual report.

Section 9. Role of the Past President

- a. Convene an Ad Hoc Nominating Committee to prepare a slate of candidates for all open elected Executive positions and submit to the Executive at the November Executive meeting.
- b. Serve as a mentor for new Executive members.

ARTICLE VIII COMMITTEES AND VOLUNTEER POSITIONS

Section 1. Standing Committees

Standing committees of the club may include:

- a. Social Committee
- b. Communications Committee
- c. Membership Committee
- d. Recruitment Committee
- e. Education Journey Committee

Section 2. Ad Hoc Committees

Ad Hoc committees may include:

- a. Audit Committee
- b. Inbound Journey Committee
- c. Outbound Journey Committee
- d. Nominating Committee
- e. Document Review and Revision Committee
- f. Fundraising Committee
- g. Newsletter Committee
- h. Archives and History Committee
- i. Other committees as deemed necessary by the Executive

Section 3. Volunteer Positions

- a. Sunshine Communicator
- b. Website Manager
- c. Facebook Manager

ARTICLE IX FINANCE

- a. The fiscal year shall be from January 1 to December 31.
- b. Withdrawal of funds and/or payments for club expenditures shall be signed by any two of the following: President, Vice-president, Past President or Treasurer.
- c. An Audit Committee shall be established yearly to review the financial documents and records of the club.
- d. The audited financial report shall be presented at the annual general meeting.
- e. A separate depository may be established for each inbound or outbound journey.
- f. Any funds remaining at the conclusion of an inbound or outbound journey shall be transferred to the general account of the club.
- g. The club shall have no authority to borrow money.
- h. Revenue from sources other than annual fees may be raised as proposed by the Executive and approved by a two-thirds (2/3) majority vote of the membership.

ARTICLE X RULES OF ORDER

- a. "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

ARTICLE XI AMENDMENTS

- a. An ad hoc committee shall be established when necessary to review and propose revisions for these Bylaws and other official club documents.

- b. These Bylaws and other official club documents may be amended at any regular or special meeting of the club by a two-thirds (2/3) majority vote of those present and voting, provided that notice of the amendments has been given either at the previous meeting or sent to each member via email at least fifteen (15) days before the meeting.

ARTICLE XII DISSOLUTION

- a. In the event of dissolution of this club to the extent allowed under applicable law, all assets of the club shall be distributed to the President’s Workshop Fund, a fund set up by the non-profit Canadian Friendship Force clubs.
- b. If the President’s Workshop Fund should not be in existence at the time of said dissolution, then club assets shall be liquidated and the proceeds distributed to another organization organized and operating exclusively for charitable, scientific, literary or educational purposes, as selected by the Executive.
- c. In the event that for any reason the Executive is unable to act in accordance with “b” above, the assets shall be distributed in accordance with the law governing the distribution of assets of non-profit organizations in the province of British Columbia

These bylaws were approved by the membership at the general meeting of Friendship Force Metro Vancouver on March 24, 2018.

Signature: *Linda Arksey* (Original signature on print copy)

Linda Arksey, President, Friendship Force Metro Vancouver

Date: September 5, 2018