



TERMS OF ADMISSION OF MEMBERS AND THEIR RIGHTS AND OBLIGATIONS

A) ELIGIBILITY

VANCOUVER INTERLINE CLUB MEMBERSHIP GUIDELINES

April 26, 2021

MEMBERSHIP GUIDELINES

The name of the Organization is the "**VANCOUVER INTERLINE CLUB**".

The purpose of the club is to foster and promote good will between personnel on all levels of the local airline companies and interline clubs throughout the world, as a representative body of Vancouver airline personnel, retirees, and associate members.

The operations and activities of the club are to be chiefly carried on in the greater Vancouver, BC area.

APPENDIX



**ARTICLE 1: TERMS OF ADMISSION OF MEMBERS AND
THEIR RIGHTS AND OBLIGATIONS**

A) ELIGIBILITY:

a) MEMBER:

Any active or retired full time & permanent part time employee of an airline shall be eligible to Join the CLUB as a member. The Board of Directors may grant a Membership to persons inside or outside the airline industry at their discretion.

b) MEMBERS OF HONOUR:

The membership of the CLUB may honour any person for contributions to the CLUB or the Interline Club movement, by awarding an honorary membership to them.

B) RIGHTS OF MEMBERS:

A) MEMBER:

A member shall be deemed to be in good standing, when he/ she has paid his/her current yearly membership Dues and shall be eligible to run for any position on the Board of Directors.

B) BOARD MEMBER:

Elected Board of Directors take part in discussions or voting at a monthly meeting of the Board of Directors. Any member may express their ideas to be put on the agenda and that member may speak on that agenda item, without voting rights.

C) MEMBERSHIP DUES:

The yearly membership Dues can only be revised at the Annual General Meeting, after submission of a motion at the Annual General Meeting (AGM). Membership Dues shall be waived for Members of Honour, as determined by the Board of Directors, by a majority vote.

D) FAILURE TO PAY DUES:

Upon the failure of any member to pay annual membership Dues, any Membership due to the CLUB beyond 90 days, the Membership Chair may cause the name of such a member to be removed from the Registrar of Members, but such a member may be re-admitted to the CLUB by the Membership Chair upon such payment of the appropriate membership Dues.

APPENDIX



REASONS FOR EXPULSION FROM CLUB:

- a) Drunken behavior at a Club function
- b) Possession of an illegal narcotic drug at a Club function.
- c) Failure to reply to, or attend, a Directors' Meeting when requested to do so in writing.
- d) Represent themselves as an Executive Member when such is not the case.
- e) Absconding with Club funds.
- f) Misuse of Club to obtain, free or reduced rate transportation.
- g) Any member of the CLUB is deemed to represent the CLUB at any interline function held anywhere in the
- h) world and will be held responsible for their actions
- i) Upon receipt of a written complaint within ninety (90) days of any incident involving the member or guest(s), an inquiry will be held by the Board of Directors

ARTICLE 2:

**CONDITIONS UNDER WHICH MEMBERSHIP CEASES AND
MANNER IN WHICH A MEMBER MAY BE EXPELLED.**

A) RESIGNATION:



A resigning member shall remain liable for payment of any assessment, stipend or other sum, which became payable by the resigning member. The Vancouver Interline Club will not be responsible for any debts or liabilities incurred by the resigning member, to any Interline Body.

B) EXPULSION OF MEMBERS:

1. REASON FOR EXPULSION:

Any member who fails to conform to the Guidelines of the CLUB or fails otherwise to conform to the accepted standards of membership, may have their membership suspended or revoked or may otherwise be disciplined by a vote of any six (6) or more members of the Board of Directors.

2. PROCEDURE FOR EXPULSION OF MEMBER:

- a. A member will be advised in writing of their suspension and the date of inquiry where they are to be in attendance, will be held within sixty (60) days of the date of the notification of suspension. They shall have the right to be represented by a Past President.
- b) A special meeting will be held, at which the member to be expelled will be required to attend. They will have the right to be represented by two (2) Past Presidents. No less than half of the members of the Board of Directors must be present and it will require a simple majority for expulsion. Only elected members of the Board of Directors plus two (2) Past Presidents, who will be asked to act as adjudicators, will be present. No other persons are to be allowed unless called as witnesses. The voting will be by secret ballot, and in case of a tie, a second ballot will be taken, after a five (5) minute recess. Witnesses will be called into the meeting individually, and then retire.



ARTICLE 3: MONTH FOR HOLDING ANNUAL GENERAL MEETING AND MODE OF AND NOTICE REQUIRED FOR CALLING GENERAL AND SPECIAL MEETINGS OF THE CLUB AND NUMBER CONSTITUTING A QUORUM AT ANY SUCH MEETING, AND RIGHTS OF VOTING.

A) TIME OF ANNUAL GENERAL MEETING:

The Annual General Meeting shall be held during the month of December in each year at a place within the Province and on a day to be fixed by the Board of Directors, and a minimum of seven (7) days' notice in writing shall be communicated to all members.

B) QUORUM:

A quorum for the transaction of business at the Annual General Meeting and Special Meetings of members shall consist of not less than five (5) members present in person.

C) VOTING:

Every member in good standing is entitled to one (1) vote. There shall be no voting by proxy.

D) NOMINATIONS:

Nominations shall be accepted up to the announced election. Then nominations will be closed. Unsuccessful candidates may be renominated to other positions. A simple majority is required to fill a position.



ARTICLE 4: APPOINTMENT AND REMOVAL OF DIRECTORS AND OTHER OFFICERS AND THEIR DUTIES, POWERS AND REMUNERATION.

A) BOARD OF DIRECTORS:

Subject to these Guidelines, the affairs of the CLUB shall be managed by the Board of Directors.

B) CONSTITUTION OF THE BOARD OF DIRECTORS:

The Board of Directors of the CLUB shall consist of thirteen (13) members being:

The President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Social Director, Past President, Assistant Social Director, Publications Chairman, Membership Chairman, Assistant Membership Chairperson, Tours and Information Officer and Assistant Tours and Information Officer.

C) APPOINTMENT OF BOARD OF DIRECTORS:

The Board of Directors shall be elected at the Annual General Meeting for a period of one year.

D) VACANCIES:

If any elected Director is unable for any reason to continue in office, the position held by that Director shall be filled for the unexpired term of that position by appointment of the remaining Directors of the Board of Directors.

E) REMUNERATION:

No member of the Board of Directors shall receive any remuneration from the CLUB for services rendered as a member of the Board of Directors of the CLUB.

F) DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS:

a) PRESIDENT:

The President shall, when present, preside at all meetings of the members of the CLUB and of the Board of Directors.



The President shall also be charged with the general management and supervision of the affairs and operations of the CLUB and shall act as World Airline Club Association representative.

The President or Secretary or other officer appointed by the Board of Directors for the purpose, shall sign all resolutions and WACA documentation.

b) VICE-PRESIDENT:

The Vice-President shall assist the President in coordinating the affairs of the CLUB and act as liaison between the Board of Directors and certain appointed committees.

The Vice-President shall assume the duties of the President in the absence of the latter.

c) SECRETARY:

The Secretary shall communicate notices for all meetings for the Board of Directors and members when directed to do so and shall have charge of the Minute Books of the CLUB.

d) ASSISTANT SECRETARY:

The Assistant Secretary shall assist the Secretary in the performance of the functions and duties of the latter but shall not have authority to sign any instruments or documents to be signed for, or on behalf of the CLUB.

e) TREASURER

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the CLUB in proper books of account and shall deposit--all monies or other valuable effects in the name and to the credit of the CLUB in such Bank, or Banks, as may from time to time be designated by the Board of Directors.



e) TREASURER: (cont'd)

They shall disburse the funds of the CLUB under the direction of the Board of Directors, at the regular meetings thereof or whenever required of them, an account of all transactions as Treasurer, and of the financial position of the CLUB.

f) ASSISTANT TREASURER:

The Assistant Treasurer shall assist the Treasurer in the performance of the functions and duties of the latter but will not have signing authority for documents on behalf of the CLUB.

g) SOCIAL DIRECTOR:

The Social Director shall co-ordinate and organize all regular monthly social events of the CLUB

h) ASSISTANT SOCIAL DIRECTOR:

The Assistant Social Director shall assist the Social Director in performance of the functions and duties of the latter and will be responsible for organizing the monthly Cocktail Parties.

i) MEMBERSHIP CHAIRPERSON:

The Membership Chairperson shall maintain or cause to be maintained, the membership list of the CLUB, promote membership in the local airline industry and organize and co-ordinate the computer mail-out system of the CLUB.

j) ASSISTANT MEMBERSHIP CHAIRPERSON:

The Assistant Membership Chairperson shall assist the Membership Chairperson in the performance of the functions and duties of the latter.



k) PAST PRESIDENT:

The Past President shall act as an advisor to the Board of Directors, will fill in for President and Vice-President if both unable to attend meeting.

l) PUBLICATIONS CHAIRPERSON:

The Publications Chairperson shall compile, edit and distribute the monthly Newsletter of the CLUB.

m) TOURS AND INFORMATION OFFICER:

The Tours and Information Officer shall provide tour and travel information from the World Airlines Clubs Association and its member clubs as posted on the WACA Events and News website and from the Vancouver Interline Club website, relevant to the airline / interline industry.

The tours and Information Officer shall chair a committee to organize all trips of members of the CLUB to destinations outside of Vancouver, BC and shall provide any assistance required by members of affiliate Interline Clubs while visiting Vancouver, BC.

n) OTHER MEMBERS OF THE BOARD:

Other Members of the Board of Directors shall perform the functions and duties as determined from time to time by the Board of Directors and members of the CLUB.

o) ADVISORS TO THE BOARD OF-DIRECTORS:

Past Presidents, of the CLUB may be appointed by the Board of Directors to attend any meeting in an advisory capacity, should the need arise.

G) MEETINGS OF DIRECTORS:

Directors' meetings may be held at such time and at such places as the Directors may from time to time determine, but as a general rule there shall be not less than one (1) meeting per month of the Board of Directors.

H) COMMITTEES:

Committees and Chairpersons thereof shall be created by the Board of Directors as the need arises. The Board of Directors shall prepare a brief as to the duties of the particular committees. The Committee Chairperson shall then appoint the required number of members necessary to carry out the Committee's function.

ARTICLE 6:

AUDITORS:

A) APPOINTMENT OF AUDITORS:

The Board of Directors must appoint Two (2) Auditors, at the first monthly meeting following the Annual General Meeting, to audit the previous year.



B) RIGHTS AND DUTIES OF AUDITORS:

The Auditors shall make a report to the members and the Directors on the account examined by them and on every balance sheet and statement of expenditures laid before the CLUB, and the report shall state:

- a) whether or not they have obtained all the information and explanations they have required, and;
 - b) whether, in their opinion, the financial statements received are a true and correct view of the state of the CLUB.
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ARTICLE 7: ALTERATION OF BY-LAWS BY EXTRAORDINARY RESOLUTION, STATING REQUISITE MAJORITY.

REQUISITE MAJORITY:

The Membership Guidelines of the CLUB shall not be altered or added to except by an extraordinary resolution of the CLUB. For all purposes of the CLUB, "extraordinary resolutions" shall mean a resolution passed by a majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution has been duly given, such majority being 75% in attendance at said meeting.

ARTICLE 9: PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF MEETINGS OF THE CLUB AND OF THE DIRECTORS, AND OTHER BOOKS AND RECORDS OF THE CLUB.

A) BOOKS AND RECORDS:

The Directors shall see that all necessary books and records of the CLUB required by the membership guidelines of the CLUB, are regularly and properly kept for a maximum of Ten(10) years.

B) BOOKS OF ACCOUNT:



The Books of Account shall be kept at such place in British Columbia as the Directors think fit, and shall at all times be open to inspection by the Directors.

C) FISCAL YEAR:

The fiscal year of the CLUB shall terminate on a day in each year to be fixed by the Board of Directors and the financial statements of the CLUB's affairs for presentation to the members at the Annual General Meeting shall be made up to that date.



ARTICLE 10: TIME AND PLACE, IF ANY, AT WHICH THE BOOKS AND RECORDS OF THE CLUB MAY BE INSPECTED BY THE MEMBERS.

INSPECTION OF BOOKS BY MEMBERS:

All members are entitled to inspection of the books upon written and validated request by the member to the Board of Directors.