



VANCOUVER INTERLINE CLUB MEMBERSHIP GUIDELINES

Ammended November 24, 2025

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 out in the greater Vancouver, BC area.



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

A) ELIGIBILITY

a) MEMBER

Any active or retired full time and 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

Any active or retired employee of an airline in good standing, when he/she has paid his/her current yearly membership Dues shall be eligible to run for any position on the Board of Directors. Associate members (non-airline employees or non-airline retirees) may hold a non-voting support position of Assistant to an elected Board Member at the discretion of the VIC 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 VIC 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 the Members of Honour, as determined by the Board of Directors, by a majority vote.

d) FAILURE TO PAY DUES

Upon 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.



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.



3. **APPENDIX**

REASONS FOR EXPULSION FROM CLUB

- a. Drunken behaviour 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 world and will be held responsible for their actions.
- h. 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 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 of BC 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) active or retired airline members present in person.



C) VOTING

Every member in good standing is entitled to one (1) vote. There shall be no voting by proxy. In the event of a tie, the President shall cast the deciding vote.

D) NOMINATIONS

Nominations for the Board of Directors shall be accepted up to and during the call for nominations of candidates at the Annual General Meeting provided the member is in good standing with the CLUB. Unsuccessful candidates may be renominated for other positions in the CLUB. A simple vote 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 consisting of $\frac{3}{4}$ vote of airline employees and/or retirees.

B) CONSTITUTION OF THE BOARD OF DIRECTORS

The Board of Directors of the CLUB shall consist of eight (8) members being:

The President, Vice-President, Secretary, Treasurer, Publications Chair, Membership Chair, Social Director and 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 (1) 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 Airlines 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.

They shall disburse the funds of the CLUB under the direction of the Board of Directors, at the regular meetings thereof 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 Social Director.

i) MEMBERSHIP CHAIRPERSON

The Membership Chairperson shall maintain, or cause to be maintained, the membership list of the CLUB, and promote membership in the local airline industry, 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 Membership Chairperson.

k) PUBLICATIONS CHAIRPERSON

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

l) ASSISTANT PUBLICATIONS CHAIRPERSON

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

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 WACA 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) ASSISTANT TOURS AND INFORMATION OFFICER

The Assistant Tours and Information Chairperson shall assist the Tours and Information Chairperson in the performance of the functions and duties of the Tours and Information Chairperson.



o) 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.

p) SUPPORT MEMBERS OF THE BOARD OF DIRECTORS

Support Members on the Board of Directors shall include the Assistant to the Treasurer, Assistant to the Social Director, Assistant to the Membership Chair, Assistant to the Publications Chair, and Assistant to the Tours and Information Office. They shall perform such functions and duties as may be determined from time to time by the Board of Directors.

q) 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.

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 5: **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.

**ARTICLE 6: ALTERATION OF MEMBERSHIP GUIDELINES BY
EXTRAORDINARY RESOLUTION, STATING
REQUISITE MAJORITY**

REQUISITE MAJORITY

A) Extraordinary Resolution Required

The Membership Guidelines of the CLUB shall not be altered or added to except by an *extraordinary resolution* of the CLUB.

B) Definition of Extraordinary Resolution

For all purposes of the CLUB, an *extraordinary resolutions* shall mean a resolution passed by a majority of members entitled to vote who are present in person at a general meeting, provided that notice specifying the intention to propose such resolution has been duly given.

C) Quorum Requirement

A quorum shall consist of fifty-one (51%) of airline employees or airline retirees in attendance at the meeting.



ARTICLE 7: 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 five (5) 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 December 31st of each year. The financial statements of the CLUB's affairs will be presented to the members at the Annual General Meeting.

ARTICLE 8: 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.