1. The name of the Society is the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY.

2. The overarching purposes of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY are to:
   a. Organize, direct, operate and over-see a non-profit volunteer organization that provides training and certification of trackers for search and rescue services in the province of British Columbia (BC);
   b. Establish, maintain and oversee proven and consistent tracker training standards;
   c. Facilitate recognized training opportunities;
   d. Train and provide qualified and certified trackers as may be needed in carrying out search and rescue operations in the province;
   e. Train, certify and monitor volunteer trackers and instructors in tracking techniques and skills;
   f. Promote and encourage the utilization of trained trackers in search and rescue operations;
   g. Inform user groups, government departments, police, BC Search and Rescue Association, individual Search and Rescue groups, and other related agencies as to the efficacy of tracking and how trained trackers can augment search and rescue operations, and evidence searches;
   h. As a primary goal: to have every certified ground search and rescue volunteer in the province of BC trained at least to the “Track Aware” level (first level of tracking);
   i. Assist and provide support services, as may be requested, for any other organizations involved in tracking for search and rescue operations and tracker training;
j. Cooperate with other organizations, whether incorporated or not, which have objectives similar in whole or in part of the objectives of the Society;

k. Solicit and raise funds for the purchase of training, course materials, equipment and tracking operations of the Society;

l. Obtain or facilitate contracted advanced training and instruction in tracking-related skills and techniques, otherwise not available through the membership;

m. Inform and educate the general public in the use of tracking as an essential search and rescue specialty; and

n. Carry out activities as may be incidental or conducive to the attainment of the purposes of the Society as stated herein.

3. The operations of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY are carried on chiefly in the Search and Rescue regions of British Columbia.

4. The activities of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY shall be carried on without purpose of gain to its Executive, Regional Directors or members, and no part of the income of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY shall be payable or otherwise available for their personal benefit. Any profits, grants, donations or other accretions to the Society shall be used for promoting its purposes as stated herein.

5. The Executive and Regional Directors of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY shall serve without remuneration and shall not receive directly or indirectly, any profits from their position, but may be reimbursed for out of pocket expenses incurred by them in the performance of their duties.
6. Upon dissolution or wind-up of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY, the assets remaining after payment of all costs, charges, and expenses properly incurred in the wind-up, including remuneration of a liquidator, and after payment to contractors and employees of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY of any arrears of salary or wages, and after payment of any other debts of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY, shall be distributed to:

   a. A recognized charitable organization, registered under the provisions of the Income Tax Act of Canada, having objectives similar to or compatible with the objectives of the Society, or

   b. The BC Search and Rescue Association, in trust, for distribution to Search and Rescue organizations within British Columbia, which shall be determined by the Board of Directors of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY.

7. Provisions 3, 4, 5, 6 and 7 are unalterable, in accordance with Section 22 of the Companies Act.
BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY Bylaws

Part 1: Interpretations

1-1. In these bylaws, unless the context otherwise requires:

“Board” includes the Executive and the Regional Directors of the society;

“Executive” means the elected President, Vice-President, Treasurer, and Secretary of the society;

“Regional Directors” means the elected regional representatives of the Society;

“Committee” means members specially appointed by the Board to fulfill specific tasks as may be required by the Society.

“Meeting” includes any annual, regular or extraordinary meeting;

“Policy” means the current set of guidelines, policies and/or procedures that pertain to a specific aspect of society business, adopted or amended by resolution at a meeting of the Society and which may change from time to time;

“Purposes” refers to the overarching purposes of the Society stated in paragraph 1 of this constitution;

“BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY activity” means any Tracker or Search and Rescue related training approved by the Board, to include business or committee meeting, community, educational, or fundraising events, as well as any related Executive and Regional Directors duties;

“Registered address” of a member, means his or her address as recorded in the register of members;

“Society Act” means the Society Act of the Province of British Columbia in force, and all amendments to it; and

“Special Resolution” means “special resolution” as defined in the Society Act.
1-2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

1-3. Words importing the singular include the plural and vice versa.
Part 2 – Membership Requirements

2-1. Members of the Society must:

   a. Be at least 19 years of age.

   b. Normally, a member must hold and maintain the requirements to hold, a Search and Rescue Volunteer card issued by the Provincial Government, following successful completion of the Ground Search and Rescue training program as set out by the Province. This requirement is exempted for those appointed as lifetime members of the Association (section 2-2 below), for staff and members of Parks Canada, BC Parks, RCMP, municipal police, Conservation Officers, etc… and for certain individuals who may contribute directly to the purposes of the society.

   c. Be willing to be subjected to a Criminal Record Check, as may be requested, and any criminal conviction may be grounds for the rejection of the application, or termination of membership, at the discretion of the Board.

   d. A member in Good Standing who is charged with a criminal offence shall request, and be granted, a leave of absence from membership and activities until the matter is concluded in the courts. If a member who is charged with a criminal offence does not request a leave of absence, the Board may meet and place the member on a leave of absence until the matter is concluded in the Courts.

   e. Agree to uphold the Constitution and Bylaws of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY and to abide by the Policies and Procedures of the Association.

   f. Agree to follow the operational procedures for tracking, and for search and rescue operations, as set out by the Province of British Columbia and as directed by the Incident Commander and/or Search Management Team on specific operations.

   g. Agree to maintain an appropriate level of skills and training as determined by the Board; and
CONSTITUTION AND BYLAWS OF THE
BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY

h. Agree that membership may be revoked by the President for cause, upon vote by a simple majority of the Board.

2-2. Upon recommendation by the Executive and Directors, and approval by the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY membership, the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY may appoint individuals as lifetime members in the Society.

2-3. The annual membership dues shall be determined at the Annual General Meeting of the Society.

2-4. A person shall cease to be a member of the society:

a. By delivering a letter of resignation to the secretary of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY or by mailing or delivering it to the address of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY;

b. Upon the death of the member;

c. On being expelled for cause, by the President in accordance with a decision by the Board;

d. On having been a member not in good standing (see paragraph 14) for over 12 consecutive months; and

e. On not renewing their membership within a period of no more than 24 months.

2-5. All members will comply with the policies contained in the membership requirements of this section.

2-6. Membership in the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY is a privilege granted annually through approval by the Board in accordance with membership requirements.
2-7. The Board may seek the input of BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY members, instructors, Search Managers, and GSAR Group Executives and Directors in considering any application for membership.

2-8. A past member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY may apply to the Board for reinstatement, except on having been expelled. The individual will be interviewed by at least two members of the Board who will establish suitability for reinstatement and present their recommendations to the Board. The Board will have jurisdiction to determine reinstatement or not.

2-9. A certified current or past member of an out-of-province or other Tracking or GSAR group applying to become a member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY shall be interviewed by at least two members of the Board and copies of the applicant’s certificates will be reviewed. The interviewers will determine suitability and make their recommendations to the Board who will vote on acceptance or rejection of the application. The Board may conduct a reference check with the previous GSAR or Tracking group, or the any other society or organization to which the applicant is or was affiliated.

2-3. A member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY, whose membership has been terminated, may re-apply for membership by submitting a written request to the Board, outlining their request and the reasons for their expulsion. At least two members of the Board will interview the individual’s request in order to establish suitability for reinstatement, and those members of the Board will present their recommendations to the Board who will determine whether or not they will grant reinstatement and, if the latter, on what terms.
2-4. Definition of a Member in Good Standing: All members are in good standing except a member:

a. Who has failed to pay his or her current annual membership fee or any other subscription or debt due and owing by him or her to the Society and he or she is not in good standing so long as the debt remains; or

b. Who is subject to action under the Membership Requirements.
Part 3 – Annual General Meeting

3-1. An Annual General Meeting of the members shall be held no later than the end of October of each calendar year. The meeting may be held at a designated meeting place and may include teleconference and/or on-line videoconference.

3-2. If the Annual General Meeting cannot be held by the end of October in any year, the existing Executive shall cause an Annual General Meeting for the purpose of electing new members of the Board to be held at the earliest possible date, but no later than the end of December of that year.

3-3. The election of the Executive and Directors of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY shall be conducted at the Annual General Meeting.

3-4. The conduct of other business shall be allowed at the Annual General Meeting.

3-5. Voting by proxy is permitted, provided the member submits the signed proxy in writing, e-mail or facsimile to his/her Regional Director or other member of the Board, clearly stating how they wish to vote on an agenda item.

3-6. All voting members of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY, as determined by the Board of the Society prior to the Annual General Meeting, shall be entitled to one vote on all business, including the election of a new Board.

3-7. The outgoing Executive and Directors of the Society shall appoint one or more Returning Officers to conduct the election during the annual general meeting.

3-8. A quorum for an annual general meeting is not less than twelve voting members of the Society. This includes members attending via teleconference or videoconference.
3-9. If, during an Annual General Meeting, there ceases to be less than a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

3-10. Notices to Members: A notice for the Annual General Meeting is sent to each member by ordinary post or e-mail, at least thirty (30) days preceding the date of the meeting. The notice of an Annual General Meeting shall be accompanied with the agenda and a financial statement, as well as the wording of any proposed amendments to the Constitution and By-Laws.
Part 4 – Executive and Directors of the Society (The Board)

4-1. The daily affairs of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY will be managed by the Executive and the Regional Directors.

4-2. The Board shall be comprised of:
   a. President,
   b. Vice-President,
   c. Secretary,
   d. Treasurer, and
   e. Regional Directors representing the Search and Rescue regions of British Columbia.

4-3. Position descriptions of Board members are contained in Section 5.

4-4. No person shall occupy two or more offices at the same time.

4-5. The term of office for each member of the Executive and Directors shall be two years.

4-6. The President and Secretary shall be elected on even years and the Vice President and Treasurer shall be elected in odd years, and half of the Regional Directors shall be elected each year.

4-7. The members of the Executive and the Regional Directors shall be elected by the membership at the Annual General Meeting.

4-8. Members of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY in good standing who have been regular members of the Society for 24 consecutive months and having attended or audited at least one BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY Certification Training Course in the past two calendar years are eligible to hold office, if elected.

4-9. Any voting member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY in good standing may make nominations for election to the Board.
4-10. The member who is nominated must accept the nomination or the nomination is void.

4-11. Nominations may be made prior to the Annual General Meeting by notifying the President, Vice-President, or the appointed Returning Officer, if one is appointed prior to the Annual General Meeting.

4-12. Nominations may be made from the floor, during the time that the Returning Officer calls for such nominations at the Annual General Meeting.

4-13. The voting shall be by secret ballot for each position and the ballots will be destroyed at the end of the Annual General Meeting.

4-14. Members of the Executive and Directors shall be elected by a majority of votes for each position.

4-15. If no successor is elected, the person previously elected or appointed continues to hold office, if they remain willing to do so.

4-16. The Executive and Directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY in a general meeting, but, subject nevertheless, to:

   a. All laws affecting the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY;

   b. These bylaws and any associated policies: and

   c. Rules, not being inconsistent with these bylaws, which are made from time to time by the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY Board in a General Meeting.

4-17. No member of the Board shall be remunerated for being or acting in their capacity, but may be reimbursed for all expenses necessarily and
reasonably incurred while engaged in the affairs of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY.

4-18. The Board may at any time, and from time to time, appoint a member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY as an Executive or Director to fill a vacancy caused by the resignation or removal, or inability to act by any member of the Board. All such appointments are to be ratified by the membership of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY at the next available meeting.

4-19. An Executive or Director so appointed, holds office only until the conclusion of the Annual General Meeting of the Society, but is eligible for re-election at the meeting.

4-20. The membership of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY may, by special resolution at an Extraordinary General meeting, remove a Board Member before the expiration of that person’s term of office, and may elect a successor to complete the term of office.

4-21. No act or proceeding of the Board is invalid only by reason of there being less than the prescribed number in office.
Part 5 – Duties of the Executive and Regional Directors (The Board)

5-1. The President is the Chief Executive Officer of the Society and shall supervise the other members of the Executive and Regional Directors in the execution of their duties.

5-2. The President will normally call and preside at all annual and extraordinary meetings of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY.

5-3. The Vice-President of the Society will carry out the duties of the President in the absence of the President.

5-4. The Secretary shall:

a. Conduct the correspondence of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY;

b. Issue notices of meetings of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY and the Regional Directors;

c. Keep minutes of all meetings of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY and Regional Directors;

d. Have custody of copies or originals of all records and documents of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY except those that must be kept by the Treasurer;

e. Have custody of the common seal of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY; and

f. Keep a register of members of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY.

5-5. The Treasurer shall:

a. Keep the financial records, including books of account, necessary to comply with the Society Act; and
b. Render financial statements to the Executive and Regional Directors, members, and others, when required.

5-6. The Regional Directors shall:

a. Contact the training officer of each SAR team in their region to promote tracking and establish regular communications to keep the training officers current of any tracker training opportunities in the region and the province;

b. Offer to assist in providing instruction and/or training materials to every SAR group for the tracking segment of the basic GSAR training and offer instruction and/or training materials and informational brochures for tracker training during regular SAR exercises and events;

c. Facilitate or organize at least one “BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY In-House Track Aware” course in their region per year;

d. Provide support, information, guidelines and materials as may be required by the Regional Directors in the performance of their duties; and

e. Provide a report at the Annual General Meeting and/or as required for regular and extraordinary meetings.
Part 6 – Regular Business

6-1. Regular business of the Society will be carried out by e-mail correspondence or video or teleconference, as required by the Executive and Regional Directors.

6-2. Extraordinary meetings to conduct urgent business may be called by the President, as may be required from time-to-time.

6-3. The Agenda for each meeting shall include at least:

   a. Call to Order
   b. Introduction of Guests
   c. Approval of the previous Meetings Minutes
   d. Correspondence Received
   e. Treasurer’s Report
   f. Regional Directors Reports
   g. Special Committee Reports
   h. Review of preceding and on-going activities
   i. Old Business
   j. New Business
   k. Adjournment

6-4. Meetings will be conducted, as far as applicable, according to Robert’s Rules of Order (Revised), where not inconsistent with the Bylaws of the Society or of the Society Act of British Columbia.

6-5. A quorum for Regular Business shall be not less than five members of the Board.

6-6. Meetings will be conducted by the President of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY, the Vice-President, or in their absence, one of the Directors.

6-7. In the absence of the Secretary, the Directors may appoint, for that meeting, a member of the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY in good standing to take the minutes.
6-8. The Chair of the meeting shall neither make nor second resolutions
(motions) at the meeting.
6-9. The Chair shall not be entitled to a vote during a meeting, except in the
case of an equality of votes on a resolution/motion. The Chair may cast the tie-
breaking vote, or if abstaining, the motion/resolution shall not pass.
6-10. The President of the BRITISH COLUMBIA TRACKING
ASSOCIATION SOCIETY or the majority of the Directors may call for an
extraordinary meeting by applying in writing to the Board.
6-11. The notice of an extraordinary meeting shall include the reason for which
the meeting is convened, with sufficient particulars to allow the members to be
able to have a well-informed opinion on the points on the agenda.

Part 7 – Seal
7-1. The Executive may provide a common seal for the BRITISH
COLUMBIA TRACKING ASSOCIATION SOCIETY and may destroy a seal
and substitute a new seal in its place.
7-2. The common seal shall be affixed only when authorized by a resolution of
the Executive and Regional Directors and then only in the presence of the
persons prescribed in the resolution, or if no persons are prescribed, in the
presence of the President and Secretary.
Part 8 – Borrowing

8-1. Borrowing of monies shall be determined after notice of the resolution to borrow or lend money has been given to the membership not less than 14 days prior to the meeting at which the resolution will be presented for voting and upon acceptance by eighty percent (80%) of the members in good standing who vote on the resolution.

8-2. No debenture shall be issued without the sanction of a special resolution.

8-3. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

Part 9 – Constitution and By-laws

9-1. The Constitution and bylaws shall not be amended or added to except by special resolution.

9-2. Any member may submit to the Board a proposal to amend the Constitution and By-Laws.

9-3. Amendments of the Constitution and By-Laws must be passed by a special resolution and shall be adopted if voted in favour by at least two-thirds (67%) of the members present at an Annual General or Extraordinary Meeting.

9-4. The society may be dissolved if members present at an Annual General Meeting or Extraordinary General Meeting of the society pass a special resolution to that effect with a three-quarters (75%) majority vote.
Part 10 – Committees

10-1. Special committees shall be appointed by the Board to fulfill specific tasks as may be required by the Society. These committees may fulfill tasks such as Membership, Training, Fund Raising, and any other activities related to the stated purposes of the society.

10-2. Any member in good standing may apply and with the approval of the Board, may be appointed to be a member of a committee.

10-3. The Board will select and appoint a chairperson to a committee. The chairperson will report the committee activities to the Board and the BRITISH COLUMBIA TRACKING ASSOCIATION SOCIETY membership on a regular basis.