

**FORM 3**  
***SOCIETY ACT***  
**CONSTITUTION**

1. The name of the society is Rotaract Club of Kamloops Fusion.
2. The purposes of the society are:
  - (a) To encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:
    - (i) the development of professional and leadership skills;
    - (ii) the respect for the rights of others, and the promotion of ethical standards and the dignity of all useful occupations;
    - (iii) the opportunities for young people to address the needs and concerns of the community and our world;
    - (iv) the opportunities for working in cooperation with sponsoring Rotary clubs;
    - (v) the motivation of young people for eventual membership in Rotary;
    - (vi) the development of acquaintance as an opportunity for service;
    - (vii) the application of the ideal of service in each Rotarian's personal, business, and community life;
    - (viii) the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service;
    - (ix) to operate as a Service Club in accordance with the objects, Constitution and Bylaws and amendments thereto of Rotary International, and to maintain the relations of a member Club in Rotary International;
    - (x) Insofar as the provisions of the Law of British Columbia shall permit to be subject to the jurisdiction of Rotary International; and
    - (xi) To have the authority to adopt such Bylaws as may be consistent with the purposes enumerated herein and consistent with the Laws of the Province of British Columbia.

## **BYLAWS OF ROTARACT CLUB OF KAMLOOPS FUSION**

### **Part 1 — Interpretation**

3. In these bylaws, unless the context otherwise requires:
  - (a) **"directors"** means the directors of the society for the time being;
  - (b) **"Society Act"** means the *Society Act* of British Columbia from time to time in force and all amendments to it;
  - (c) **"registered address"** of a member means the member's address as recorded in the register of members.
  - (d) **"Rotaract club year"** has the same meaning as "Rotary club year".
4. The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
5. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

### **Part 2 - Sponsorship**

6. The sponsor of this Rotaract club is the Rotary Club of Aurora which, through a committee of its Rotarians, the number of which shall be determined by the club, shall provide guidance and have supportive responsibility for this Rotaract club. The continued well-being of this club shall depend on the continued active personal participation of the sponsoring Rotary club.
7. The basis of organization shall be young men and women residing, employed, or studying anywhere in the vicinity of the sponsoring Rotary club.
8. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.
9. This club is a non-political, non-sectarian organization.
10. In the event that the sponsoring Rotary club is terminated, the governor of the Rotary district will seek to install another sponsoring Rotary club; if one cannot be found within 180 days, the Rotaract club will be terminated.

### **Part 3 — Membership**

11. The members of the club are the applicants for incorporation of the club, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

12. The method of electing members of this club shall be determined by this club in consultation with the sponsoring Rotary club.
13. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 30 years of age.
14. Every member must uphold the constitution and comply with these bylaws.
15. Annual dues shall be fifty dollars (\$50.00) per member, and may be changed from time to time at the annual general meeting of the club.
16. Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall be raised apart from such fees, dues, or assessments and shall be placed into a separate account.
17. Membership shall automatically terminate as follows:
  - (a) upon the member's failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason;
  - (b) on the 30<sup>th</sup> of June of the year in which the member becomes 30 years old;
  - (c) if the member delivers his or her resignation in writing to the secretary of the club or by mailing or delivering it to the address of the club; or
  - (d) upon the death of the member.
18. Membership may be terminated upon:
  - (a) upon failure to continue to meet the qualifications for membership, or
  - (b) for cause, as determined by this club by vote (special resolution) of not less than 2/3 of all the members in good standing, passed at a general meeting. The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion. The member who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
19. All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the club, and the member is not in good standing so long as the debt remains unpaid.
20. All Rotary Foundation scholars, who are within the age guidelines adopted by the board for the Rotaract program, shall be eligible for guest Rotaract club membership during the period of their study in another country.

21. Each sponsoring Rotary club upon organization of a new Rotaract club shall be required to pay an RI Rotaract organization fee equivalent to US\$50 with the “Rotaract Club Organization List.”

#### **Part 4 — Meetings of Members**

22. General meetings of the club must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
23. Meetings of the members of the club shall be not less than twice a month, at a time and place suited to the convenience of the membership (“bi-monthly meetings”).
24. Every general meeting of the members, other than the bi-monthly meetings and the annual general meeting, is an extraordinary general meeting.
25. The directors may, when they think fit, convene an extraordinary general meeting and must give notice of the extraordinary general meeting. Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
26. The first annual general meeting of the club must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
27. Each member of this Rotaract club shall attend at least 60% of the club’s regularly scheduled bi-monthly meetings annually, provided that absence from a regularly scheduled bi-monthly meeting of the club may be made up as follows:
  - (a) Any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotaract club or any Rotary club on any day of the two weeks immediately preceding or following the day of the absence, or attendance and participation in a club service project or a club-sponsored community event or meeting authorized by the board.
28. Rotary International recommends that each sponsoring Rotary club designate one or more members of its club to attend the meeting(s) of its Rotaract club(s) at least once a month.
29. Bi-monthly meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors. The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, an epidemic, a disaster affecting the whole community, or an armed conflict in the community that endangers the lives of the club members. The board may cancel not more than four regular bi-monthly meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

30. Minutes of the meetings of the club and board of directors shall be provided to the chairman of the sponsor Rotary club's Rotaract committee within two weeks after each meeting is held.

**Part 5 — Proceedings at Bi-monthly and General Meetings**

31. Special business is:
- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
  - (b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order;
    - (ii) the consideration of the financial statements;
    - (iii) the report of the directors;
    - (iv) the report of the auditor, if any;
    - (v) the election of directors;
    - (vi) the appointment of the auditor, if required; and
    - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
32. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a bi-monthly or general meeting at a time when a quorum is not present.
33. If at any time during a bi-monthly or general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
34. A quorum for extraordinary general meetings, general meetings and bi-monthly meetings is the majority of members in good standing.
35. A quorum for the annual general meetings is a majority of members in good standing.
36. If within 30 minutes from the time appointed for a bi-monthly, general or extraordinary meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

37. The president of the club, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a bi-monthly, general or extraordinary meeting.
38. If at a bi-monthly, general or extraordinary meeting:
  - (a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the president and all the other directors present are unwilling to act as the chair,the members present must choose one of their number to be the chair.
39. A bi-monthly, general or extraordinary meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
40. When a bi-monthly, general or extraordinary meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
41. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned bi-monthly, general or extraordinary meeting.
42. A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
43. In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
44. A member in good standing present at a meeting of members is entitled to one vote.
45. Voting is by show of hands.
46. Voting by proxy is not permitted.

#### **Part 6 — Directors and Officers**

47. The directors may exercise all the powers and do all the acts and things that the club may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the club in a general meeting, but subject, nevertheless, to
  - (a) all laws affecting the club,
  - (b) these bylaws, and

- (c) rules, not being inconsistent with these bylaws, that are made from time to time by the club in a general meeting.
48. A rule, made by the club in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
  49. The governing body of this club shall be a board of directors composed of the president, immediate past president, vice-president, secretary, treasurer, and additional directors whose number shall be determined by this club, all to be elected from among the members in good standing.
  50. All decisions, policies, and actions of the board and of the club shall be subject, the extent that they do not conflict with these Bylaws, to the provisions of the constitution and policy established by Rotary International and its members.
  51. The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.
  52. The number of directors must be 4 or a greater number determined from time to time at a general meeting.
  53. Elections of officers and directors shall be held annually prior to the 1<sup>st</sup> of March by methods compatible with local customs and procedures, but in no case shall more than simple majority of the members present and in good standing be required for elections, and those elected shall take office on the following July 1<sup>st</sup>.
  54. The term of office of all officers and directors shall be one year. No provisions shall be made for a term of office shorter than one year except with the permission of the sponsoring Rotary club.
  55. All Rotaract club presidents and district representatives who reach the age of 30 during the term of office may serve one additional year as immediate past president or immediate past district representative, to provide continuity in leadership.
  56. Nominations of officers shall be made in writing. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
  57. The directors must retire from office on July 1, when their successor assumes office.
  58. Separate elections must be held for each office to be filled.
  59. An election may be by acclamation, otherwise it must be by ballot.
  60. If a successor is not elected, the person previously elected or appointed continues to hold office.

61. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors. A director so appointed holds office only until the conclusion of the next annual general meeting of the club, but is eligible for re-election at the meeting.
62. If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
63. An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
64. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
65. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the club.
66. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee in conjunction with the RI district Rotaract committee.

#### **Part 7 — Proceedings of Directors**

67. The board of directors shall meet not less than once a month, and may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
68. The quorum of the board of directors is four (4) members of the board, one of whom must be the president or vice-president. The directors may from time to time set the quorum necessary to conduct business.
69. The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
70. A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
71. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
72. A director who may be absent temporarily from British Columbia may send or deliver to the address of the club a waiver of notice, which may be by letter, telegram, telex or

cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn, a notice of meeting of directors is not required to be sent to that director, and any and all meetings of the directors of the club, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

73. Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
74. In the case of a tie vote, the chair does not have a second or casting vote.
75. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
76. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.
77. The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
78. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
79. All such committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his/her term of office, whichever occurs first.
80. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
81. The members of a committee may meet and adjourn as they think proper.

#### **Part 8 — Duties of Officers**

82. The president shall preside at all regular and special meetings of the club and the board of directors. He shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He shall be an ex officio member of all committees. He shall maintain communication with the sponsor club and the district Rotaract representative to ensure they are continually informed of all actions taken by the club.
83. The president is the chief executive officer of the club and must supervise the other officers in the execution of their duties.

84. The vice president must carry out the duties of the president during the president's absence, and shall succeed to the office of president in the event or removal of the latter for whatever cause.
85. The secretary must do the following:
- (a) conduct the correspondence of the club;
  - (b) issue notices of meetings of the club and directors;
  - (c) keep minutes of all meetings of the club and directors and provide copies of such to the chairman of the sponsor Rotary club's Rotaract committee;
  - (d) have custody of all records and documents of the club except those required to be kept by the treasurer;
  - (e) have custody of the common seal of the club;
  - (f) maintain the register of members.
86. The treasurer must
- (a) keep the financial records, including books of account, necessary to comply with the *Club Act*, report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member;
  - (b) render financial statements to the directors, members and others when required; and
  - (c) and ensure that all disbursements are made by cheque and contain the signature of two authorized officers.
87. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

### **Part 9 - Committees**

88. The president, with the approval of the board of directors, shall appoint the following standing committees:
- (a) Club service. This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
  - (b) International service. This committee shall be charged with primary responsibility for enhancing knowledge and understanding of worldwide needs, problems, and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.

- (c) Community service. This committee shall have responsibility for enhancing knowledge and understanding of community needs, problems and opportunities, and for formulating and developing appropriate activities for serving the community.
- (d) Professional development. This committee shall be responsible for developing a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.
- (e) Finance. This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee. The international service and community service committees shall each have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

#### **Part 10 - Seal**

- 89. The directors may provide a common seal for the club and may destroy a seal and substitute a new seal in its place.
- 90. The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 11 - Rotaract Emblem**

- 91. The Rotaract emblem shall be preserved for the exclusive use and benefit of Rotaract club members. Each member of this club shall be entitled to wear or otherwise display the Rotaract emblem in a dignified and appropriate manner during the period of membership. Such entitlement shall be relinquished upon termination of membership or termination of this club.
- 92. When displayed by individual club members, the emblem may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem.

#### **Part 12 — Borrowing**

- 93. In order to carry out the purposes of the club the directors may, on behalf of and in the name of the club, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 94. A debenture must not be issued without the authorization of a special resolution.
- 95. 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 13 - Activities and Projects**

96. Within the limits prescribed herein, this club shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply money, manpower, and creative imagination necessary thereto, except in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
97. This club shall undertake among its activities at least two major service projects annually, one to serve the community and the other to promote international understanding, and each shall involve all or most of the members of the club.
98. This club shall provide for a professional development program for its members.
99. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from the sponsoring Rotary club, nor shall it make general solicitation from Rotary clubs other than its sponsoring Rotary club or from other Rotaract clubs; nor shall it solicit financial assistance from individuals, businesses, or organizations in the community without giving something of value in return. All funds raised for service projects must be expended for that purpose.

### **Part 14 — Auditor**

100. This Part applies only if the club is required or has resolved to have an auditor.
101. The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
102. At each annual general meeting the club must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
103. An auditor may be removed by ordinary resolution.
104. An auditor must be promptly informed in writing of the auditor's appointment or removal.
105. A director or employee of the club must not be its auditor.
106. The auditor may attend general meetings.

### **Part 15 - Duration**

107. This club shall exist so long as it continues to function in accordance with the provisions of these bylaws and the constitution and policy relating to Rotaract established by Rotary International, or until it is terminated (a) by this club upon its own determination and action, (b) by the sponsoring Rotary club upon withdrawal of its sponsorship, after consultation with the district governor and district Rotaract representative, or (c) by

Rotary International for failure to function in accordance with this constitution or for other cause.

108. Upon termination of this club, all rights and privileges relating to the Rotaract name and emblem shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsoring Rotary club.

#### **Part 16 - Information and Privacy Policy**

109. The Information and Privacy Policy of the Rotaract Club of Kamloops, attached hereto as Schedule "A", forms part of these Bylaws.

#### **Part 17 - Criminal Record Search**

110. Prior to admission to the club, all prospective members agree to obtain a current criminal record search and provide said criminal record search to the club.
111. This criminal record search will be treated as Restricted or private information and will be dealt with in accordance with the provisions of the Information and Privacy Policy of the Rotaract Club of Kamloops, attached to these bylaws as Schedule "A".

#### **Part 18 — Notices to Members**

112. A notice may be given to a member, either personally or by mail to the member at the member's registered address.
113. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
114. Notice of a general meeting must be given to
- (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor, if Part 14 applies.
115. No other person is entitled to receive a notice of a general meeting.

#### **Part 19 — Bylaws**

116. On being admitted to membership, each member is entitled to, and the club must give the member without charge, a copy of the constitution and bylaws of the club.
117. Every member of the club, by acceptance of membership, thereby accepts the principles of Rotaract as expressed in its purpose and goals and agrees to comply with the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that a copy of them has not been received.

118. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.

WITNESSES	APPLICANTS FOR INCORPORATION
<hr/>	<hr/> <p>Maria Serenity Starrs #81 – 2582 Sandpiper Drive Kamloops, BC V2B 6X1</p>
<hr/>	<hr/> <p>Matthew Ryan Muzzillo 171 Lorne Street Kamloops, BC V2C 1V9</p>
<hr/>	<hr/> <p>Erica Koren Monica Mingay 101 – 525 Dalglish Drive Kamloops, BC V2C 6E4</p>
<hr/>	<hr/> <p>Carly Dawn Gordon 678 Braemar Drive Kamloops, BC V1S 1H9</p>
<hr/>	<hr/> <p>Christina Rose Antoniak 1358 Pacific Way Kamloops, BC V2E 0A4</p>

	<hr/> <p>Mike O'Reilly 936 Fernie Road Kamloops, BC V2C 1B3</p>
--	---

Schedule "A"

Information and Privacy Policy  
of the Rotaract Club of Kamloops

1. The *Personal Information Protection Act* ("the Act") regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" means all information about an identifiable individual.
2. The club recognizes the importance of privacy and recognizes the sensitivity of personal information received by the club in the conduct of its activities and operations. The club recognize its obligation to maintain the confidentiality of its member's information, and recognize its obligations concerning the personal information of all individuals that the club collect, use or disclose in its organization, partners, and/or affiliates. This policy has been developed with those obligations in mind.
3. In order to be able to conduct the business of the club, the club need access to certain necessary information that relate to its members. This information will necessarily include personal information about the club's members and individuals other that the club members.
4. Where practical, the club endeavours to collect personal information directly from the person to whom the information pertains. When necessary, the club will collect personal information from other sources, provided prior written consent of the individual concerned has been obtained, save and except those exceptions noted in this policy or in cases where the club is conducting an investigation of the individual in which case the prior consent of the individual concerned may not be required.
5. By joining the club, an individual consents to the club's necessary collection, use or disclosure of the individual's personal information which is publicly available information save and except that personal information considered restricted or private information in which case the club may not collect, use or disclose such information without prior written consent of the club members or individuals concerned.
6. Publicly available information includes the names, occupation, and information shown in the commercial business cards of the club members or any individuals. Restricted or private information is that personal information not considered publicly available information and includes the club member's home address, unlisted contact information such as telephone, cell phone, fax and email, date of birth, social insurance number, family members and partners, and financial information.
7. It is the club's policy to collect personal information about individuals other than the club members in accordance with the provisions of the *Personal Information Protection Act*.
8. The Act deems that an individual has consented to the club's collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be

given, the purpose would be considered obvious to a reasonable person. In such circumstances, the club will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

9. The Act also permits the club to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:
  - (a) the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
  - (b) it is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection or use of the information is necessary for an investigation or proceeding;
  - (c) it is reasonable to expect that the disclosure of personal information with the consent of the individual would compromise an investigation or proceeding, and the disclosure of the information is necessary for an investigation or proceeding;
  - (d) the personal information is available to the public from a prescribed source;
  - (e) the collection, use or disclosure of personal information is required or authorized by law.
10. When the club collects, uses or discloses personal information, the club will make reasonable efforts to ensure that it is accurate and complete.
11. In order to comply with existing laws, the club has therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information. The club will continue to ensure that all and any information it has collected is secured against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction by way of on-going information and private audit from time to time.
12. To ensure continued protection of personal information that has been collected by the club, the club shall not provide any personal information about its members or any individual in its possession to any individual or organization which the club deemed to have insufficient privacy policy in place. Notwithstanding the existence of sufficient privacy policy, the club must require a written agreement from any individual or organization regarding the protection of personal information before the club may disclose personal information to any individual or organization in the course of the club's activities or operations.
13. Requests for Access to Personal Information - The Act permits individuals to submit written requests to the club to provide them with:
  - (a) their personal information under the club's custody or control;

- (b) information about how their personal information under the club's control has been and is being used by the club;
  - (c) the names of the individuals and organizations to whom their personal information under the club's control has been disclosed by the club.
14. The club will respond to requests in the time allowed by the Act and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. All requests may be subject to any fees and disbursements the law permits the club to charge. Any such request must be submitted to a director and no information may be disclosed to such request without the approval of the directors.
15. An individual's ability to access his or her personal information under the club's control is not absolute. The Act provides that the club must not disclose personal information when:
- (a) the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
  - (b) the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
  - (c) the disclosure would reveal personal information about another individual;
  - (d) the disclosure would reveal the identify of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.
16. The Act further provides that the club is not required to disclose personal information when:
- (a) the personal information is protected by solicitor-client privilege;
  - (b) the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could. In the opinion of reasonable person, harm the competitive position of an organization;
  - (c) the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;
  - (d) the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
    - (i) under a collective agreement
    - (ii) under an enactment
    - (iii) or by a court.

17. Requests for Correction of Personal Information - The law permits individuals to submit written requests to the club to correct errors or omissions in their personal information that is in the club's custody or control. The club will correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom the club disclosed the incorrect information; or decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.
18. Contacting or Communicating with the club - If you have any questions with respect to the club's policies concerning the handling of your personal information, or if you wish to request access to, or correction of, your personal information under the club's care and control, please contact a director of the club.
19. If you are dissatisfied with our handling of your personal information, the club invites you to contact our directors in writing, setting out the reasons for your concern. If, after our directors have reviewed and responded to your concern, you remain dissatisfied, you may wish to contact the Office of the Information and Privacy Commissioner at:

P.O. Box 9038, Stn Prov Govt  
Victoria, B.C. V8W 9A4  
Telephone (250) 387-5629  
Fax (250) 387-1696

Date: November 1, 2008