

**PPMA**  
**Professional Pest Management Association of British Columbia**

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CONSTITUTION

1. The name of the Society is PPMA Professional Pest Management Association of British Columbia.
2. The purpose of the Society is to promote and evolve professionalism and understanding of all aspects of pest management in agricultural, industrial, environmental, urban and rural environments in British Columbia, through education, research and information exchange venues.

BY-LAWS

*Part 1 – Interpretation*

1. (1) In these by-laws, unless the context otherwise requires,
  - a. “*directors*” means the directors of the Society for the time being;
  - b. “*Societies Act*” means the *Societies Act* of the Province of British Columbia from time to time in force and all amendments to it;
  - c. “*registered address*” of a member means his address as recorded in the register of members.
  - d. “*member*” means both regular, honorary or student/apprentice member.(2) The definitions in the *Societies Act* on the date these by-laws become effective apply to these by-laws.
2. Words importing the singular include the plural and *vice versa*; and words importing a male person include a female person.

*Part 2 – Membership*

3. The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these by-laws and, in either case, have not ceased to be members.
4. (1) A person with one or more of the following qualifications and who is sponsored by one regular member may apply to the directors for regular membership in the Society and on acceptance by the directors shall be a regular member:
  - a. a post graduate degree in a pest-management-related field, or
  - b. a B.Sc. or equivalent degree and either one completed semester, or equivalent, of post-graduate studies in pest management or two years pest-management-related work experience, or
  - c. a college certificate/diploma in pest management or related field and three years of pest-management-related work experience, or

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- d. five years of pest-management-related work experience
- (2) Upon nomination by five or more regular members of the Society, a person who has made outstanding contributions to pest management may be elected to honorary membership.
- (3) A person without the above qualifications may apply to the directors for Student/Apprentice membership in the Society and on acceptance by the directors shall be a Student/Apprentice member.
- (4) There shall be no corporate membership.
- 5. Every member shall uphold the constitution and comply with these by-laws.
- 6. (1) The amount of the first annual membership dues shall be determined by the directors and thereafter the annual membership dues shall be determined at the annual general meeting of the Society.  
(2) Membership dues are not refundable.  
(3) Membership dues shall not be charged to an honorary member.
- 7. A person shall cease to be member of the Society
  - a. by delivering his resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society, or
  - b. on his death or
  - c. on being expelled, or
  - d. on having been a member not in good standing for 12 consecutive months.
- 8. (1) A member may be expelled by a special resolution of the members passed at a general meeting.  
(2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.  
(3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society and he is not in good standing so long as the debt remains unpaid.

*Part 3 – Meetings of Members*

- 10. General meetings of the Society shall be held at such time and place, in accordance with the *Societies Act*, as the directors decide.
- 11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

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12. The directors may, whenever they think fit, convene an extraordinary general meeting.
13. (1) Notice of a general meeting shall specify the place, the day and the hour of meeting, and, in case of special business, the general nature of that business.  
(2) 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.
14. The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation, and thereafter an annual general meeting shall be held at least once in every calendar year and not more than 15 months after holding of the last preceding annual general meeting.

*Part 4 – Proceedings at General Meetings*

15. Special business is
  - a. all business at an extraordinary general meeting except the adoption of rules of order, and
  - b. all business that is transacted at an annual general meeting except:
    - 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 auditor, if required, and
    - vii. such other business as, under these by-laws, ought to be transacted at an annual general meeting or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
16. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.  
(2) If at any time during a general meeting there ceases to be 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) A quorum is 15 regular members in good standing present.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members shall be terminated; but in any other case, it shall be 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.

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18. Subject to By-law 19, the president of the Society, the vice-president, or in the absence of both, one of the other directors present shall preside as chairman of a general meeting.
19. If at that general meeting
  - a. there is no president, or other director present within 15 minutes after the time appointed for holding the meeting, or
  - b. the president and all other directors present are unwilling to act as chairman, the members shall choose one of their number to be chairman.
20. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.  
(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.  
(3) Except as provided in this by-law, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
21. (1) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.  
(2) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
22. (1) A regular or honorary member in good standing present at a meeting of members is entitled to one vote.  
(2) Voting is by show of hands.  
(3) Voting by proxy is not permitted.

*Part 5 – Directors and Officers*

23. (1) The directors may exercise all such powers and do all such acts and things as the Society may exercise or do, and which are not by these by-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to the provisions of
  - a. all laws affecting the Society
  - b. these by-laws, and
  - c. rules, not being inconsistent with these by-laws, which are made from time to time by the Society in general meeting.

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- (2) No rule, made by the Society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
24. (1) The president, vice-president, past president, secretary, treasurer, membership director, Pesticulars editor and student representative shall be directors of the Society. All directors will be voted in except the student representative. The student representative will be appointed annually by the elected executive.
- (2) The vice-president shall be the president-elect.
25. (1) All directors shall have a 2-year tenure except president, vice-president and past-president. Elections will be staggered such that in one year the vice-president, treasurer and membership director will be elected and in the following year the vice-president, secretary and Pesticulars editor will be elected. Directors except the vice-president, president and past-president may be re-elected.
- (2) The vice-president shall become president, and the president shall become past-president at each annual general meeting when their successors shall assume office.
26. Elections shall be by mail ballot prior to each annual general meeting according to the following procedure:
- a. An election chairman shall be appointed by the directors. The election chairman shall be a regular member in good standing and shall supervise all aspects of the election of new directors.
  - b. The election chairman shall appoint a nominating committee. The nominating committee shall be composed of not less than three regular members in good standing including not more than one director.
  - c. The election chairman shall prepare a ballot containing the names of the nominees referred by the nominating committee, and a space for a write-in candidate for each office. The ballot shall be mailed to every regular member in good standing not later than two months before the annual general meeting. The ballot, in order to qualify for counting shall be returned to the election chairman not less than 14 days prior to the date of the annual general meeting. The ballots shall be opened and tallied by the election chairman in the company of at least two directors, and the results of the election shall be presented to the membership during the annual general meeting.
27. (1) If a director other than vice-president resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a regular member in good standing to take the place of the former director.
- (2) If the vice-president ceases to hold office there shall be an election by mail ballot to

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- choose a successor.
- (3) No act or proceeding of the directors is invalid only by reason of there being fewer than the prescribed number of directors in office.
28. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
29. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

*Part 6 – Proceedings of Directors*

30. (1) The directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of directors then in office.
- (3) The president shall be chairman of all meetings of the directors; but if at any meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice-president shall act as chairman, but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (4) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
31. (1) The directors may delegate any, but not all, of their powers to committees consisting of at least one director and of such members as they see fit.
- (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
32. A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at any meeting the chairman is not present within 30- minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.
33. The members of a committee may meet and adjourn as they think proper.
34. 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

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- to give notice of the meeting to the newly-elected or appointed director or directors for a meeting to be duly constituted, if a quorum of the directors is present.
35. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society 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,
- d. no notice of meetings of directors shall be sent to that director, and
  - e. any and all meetings of the directors of the Society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
36. (1) Motions or other decisions at any meeting of the directors and committee of directors shall be decided by a majority of votes. All directors except the appointed student representative shall have one vote.
- (2) In case of an equality of votes the chairman does not have a second or casting vote.
37. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
38. 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
39. (1) The president shall preside at all meetings of the Society and of the directors.
- (2) The president is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
40. The vice-president shall carry out the duties of the president during his absence.
41. The secretary shall:
- f. conduct the correspondence of the Society
  - g. issue notices of meetings of the Society and directors,
  - h. keep minutes of all meetings of the Society and directors,
  - i. have custody of all records and documents of the Society except those required to be kept by the treasurer,
  - j. have custody of the common seal of the society, and
  - k. maintain the register of members.
42. The treasurer shall:
- l. keep such financial records, including books of account as are necessary to comply with the *Societies Act*, and
  - m. render financial statements to the directors, members and others when required.

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- n. The offices of secretary-treasurer holds office the total number of directors shall not be less than 5 or such greater number as may have been determined pursuant to By-law 25 (2).
43. Except for the duties specified within the bylaws, the executive will determine the duties of each executive member, generally in accordance with their executive titles.
44. The past-president shall assist the directors and participate in all director meetings.
45. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

*Part 8 – Seal*

46. The directors may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
47. The common seal shall be affixed only when authorized by a resolution of the 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 or president and secretary-treasurer.

*Part 9 – Borrowing*

48. In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debentures.
49. No debenture shall be issued without the sanction of a special.
50. The members may by special resolution restrict the borrowing powers of the directors but a restriction so imposed expires at the next annual general meeting.

*Part 10 – Auditor*

51. This part applies only where the Society is required or has resolved to have an auditor.
52. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
53. At each annual general meeting the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
54. An auditor may be removed by ordinary resolution.
55. An auditor shall be informed forthwith in writing of appointment or removal.
56. No director and no employee of the Society shall be auditor.



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57. The auditor may attend general meetings.

*Part 11 – Notice to Members*

58. A notice may be given to a member, either personally or by mail to him at his registered address.

59. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

60. (1) Notice of a general meeting shall be given to:

- o. every member shown on the register of members on the day notice is given, and
- p. the auditor, if Part 10 applies.

(2) No other person is entitled to receive a notice of general meeting.

*Part 12 – By-laws*

61. On being admitted to membership, each member is entitled to and the Society shall give him, without charge, a copy of the constitution and by-laws of the Society.

62. These by-laws shall not be altered or added except by special resolution.

Dated the 15th day of August, 1980.

Amended by special resolution February, 1984.

Amended by special resolution February, 1999.

Amended by special resolution February, 2000.

Amended by special resolution February, 2003.