



Nomination and Election Policy

This policy of the Italian Cultural Centre Society (“Il-Centro”) was passed by its board of directors on [date]. The purpose of this policy is to express an ongoing decision of the board of directors regarding details of corporate operation and governance. In addition to the laws of British Columbia, the laws of Canada and the laws of other relevant jurisdictions, and this and the other policies approved by the Il-Centro board of directors, Il-Centro is governed by its Constitution, and bylaws. This policy applies to all categories of membership defined in Il-Centro’s bylaws, as well as all individuals engaged in activities with Il-Centro including, but not limited to members, volunteers, parents/guardians, directors, officers, committee members and administrators.

1. To be eligible to be a candidate for election to become Chairperson of the Members, a Representative of the Members, President or a director of Il-Centro a person will be a Voting Individual member of Il-Centro (an “Eligible Candidate”).

President and Directors

2. Eligible Candidates for President or director will be nominated by at least one Voting Individual or Voting Society member (a “Voting Member”) at the meeting of the members in January of each year that a President or director vacancy exists.
3. The election for President and directors of Il-Centro, in accordance with the bylaws, will take place at the Annual General Meeting in March of each year that a President or director vacancy exists.
4. The Voting Members will elect one President and as many directors as are required to bring the total number of directors, including the President, to ten.
5. An Eligible Candidate may only run for election to become President or a director, but not both.
6. The board of directors may in its discretion appoint up to four additional directors at any time, who will serve a term that ends at the first Annual General Meeting after they are appointed.

Chairperson and Representatives of the Members

1. Eligible Candidates for Chairperson of the Members or a Representative of the Members will be nominated by at least one Voting Member at the meeting of the members in February of each year that a Chairperson of the Members or a Representative of the Members vacancy exists.
2. The election for Chairperson of the Members and Representatives of the Members of Il-Centro, in accordance with the bylaws, will take place at the Annual General Meeting in March of each year that a Chairperson of the Members or a Representative of the Members vacancy exists.
3. The Voting Members will elect one Chairperson of the Members and as many Representatives of the Members as are required to bring the total number of Representatives of the Members, excluding the Chairperson of the Members to three.



Member Application and Eligibility Policy

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1. Il-Centro has three classes of members: Voting Individual members, Voting Society members, and Non-Voting Individual members.
2. To be eligible to become a member, the bylaws require an individual to have demonstrated support of or a willingness to support the objects and purposes of Il-Centro, which are listed in the Constitution, available online at: [link]
3. To become a member, an eligible individual or Society, will fill out the online application form available at: [link] and pay one of the following required fees plus GST. An applicant for:
 - a. Voting Individual member will either pay \$250 or volunteer for 24 hours for Il-Centro and, each calendar year after the first year of being accepted as a member, will either:
 - i. pay \$30; or
 - ii. volunteer for 24 hours for Il-Centro.
 - b. Non-Voting Individual member will pay \$30 on application and \$30 each calendar year after the first year of being accepted as a member; and
 - c. Voting Society member will pay [...].
4. Application forms will be submitted to Il-Centro staff and membership will be approved by the directors.

5. If a membership application is denied, the application fee will be refunded to the applicant.
6. A member ceases to be a member if the member fails to pay a required fee, resigns in writing to Il-Centro's mailing address, dies, is removed by a 2/3 vote of all members, and in the case of a Voting Society member, if it dissolves or becomes bankrupt.
7. A Voting Society member and a Voting Individual member in good standing are each entitled to only one vote.
8. A Voting Society Member may vote by its duly authorized representative who is entitled to speak and vote and in all other respects exercise the rights of a member and that representative will be reckoned as a member for all purposes in connection with any meeting of the Society. Such representative CANNOT also be a Voting Individual member. The chairman of a meeting will be entitled to require any such representative to first produce a certified copy of a resolution of the board of directors or other governing body of the corporation appointing him as its representative.
9. The directors may give honorary or lifetime membership to individuals or entities that have made contributions toward advancing and attaining the purposes of Il Centro. These honorary or lifetime memberships shall not be required to pay a membership fee. The individuals or entities that have been given these honorary or lifetime memberships shall be considered Non-Voting Individual members.



Member Meeting Calendar

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1. Voting Individual members and Voting Society members are “Voting Members”.
2. Voting Individual members, Voting Society members, and Non-Voting Individual members are “Members”.

January	Voting Members
March	AGM – Members
June	Voting Members
November	Voting Members



Director Meeting Calendar

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January 24th
March 28th
May 23rd
July 25th
October 24th
December 13th



Duties and Responsibilities of the Officers

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President

1. The President will be responsible for chairing general meetings of the directors.
2. The President shall act on behalf of Il Centro within the policy established by the directors.
3. The President shall at all times consult with the Vice-President, the Secretary, and the Treasurer on all financial, personnel, administrative and legal matters arising between general meetings of the directors.
4. The President shall be a member ex-officio of all committees. The President shall supervise the other officers in the execution of their duties.

Vice-President

1. The Vice-President shall be appointed from among the directors and shall perform the duties of the President in the event of his/her absence, resignation, or inability to perform his/her duties.

Secretary

1. The Secretary will be responsible for making the necessary arrangements for:
 - (a) the issuance of notices of meetings of the Board and Advisory Council;

- (b) the keeping of minutes of all meetings of the Board and Advisory Council;
- (c) the custody of all records and documents of the Society except those required to be kept by the Treasurer or the Chairperson of the Members;
- (d) the custody of the common seal of the Society;
- (e) the maintenance of the register of directors; and
- (f) the conduct of the correspondence of the Society.

Treasurer

1. The Treasurer will be responsible for making the necessary arrangements for:
 - (a) the keeping of such financial records, including books of account, as are necessary to comply with the Societies Act;
 - (b) the custody and control of the assets of the Society, including the implementation of the instructions of the directors as to the investment of the assets of the Society and the Society's banking transactions; and
 - (c) the rendering of financial statements to the directors, members and others when required.