

Vancouver Island Exhibition Association
Membership Rights & Responsibilities

MEMBER CLASSIFICATIONS

At the Vancouver Island Exhibition, membership reflects a range of ways individuals may contribute to and support the Association. Each membership classification recognizes a different level of involvement, responsibility, and commitment, and carries with it corresponding rights, privileges, and expectations. Membership classifications are intended to provide clarity, encourage engagement, and support the effective governance and operation of the Association.

Membership classifications and participation roles fall under the following categories:

1. General Member
2. Honorary Member
3. Lifetime Member
4. Committee Member
5. Director
6. Executive

GENERAL MEMBER

A **General Member** is an individual who has paid their annual membership dues and is considered a member in good standing of the Vancouver Island Exhibition Association.

General Members are entitled to the following rights and privileges:

- Attend and participate in General Meetings and the Annual General Meeting (AGM);
- Make and second motions and vote on matters brought before the membership;
- Stand for election and hold office, subject to eligibility requirements;
- Be appointed to committees or other positions within the Association;
- Access and review Association records in accordance with applicable policies and legislation;
- Participate in Association-sponsored activities and events;
- Receive complimentary admission to the annual Vancouver Island Exhibition.

General Members are subject to all applicable standards of conduct, policies, and governing documents of the Association.

LIFETIME MEMBER

A Lifetime Member is an individual who has demonstrated long-standing and outstanding service to the Vancouver Island Exhibition Association and is recognized for their exceptional commitment and contribution to the Association.

- Lifetime Membership may be conferred following nomination and approval by the membership, in accordance with the Association's Constitution and Bylaws.
- Lifetime Members are granted full membership privileges without obligation to pay annual membership dues.
- Lifetime Members are considered members in good standing and are entitled to all rights and privileges of a General Member, including:
 - The right to attend and vote at General Meetings and the Annual General Meeting (AGM);
 - Eligibility to stand for election or hold office;
 - Appointment to committees or other positions within the Association;
 - Access to Association records in accordance with applicable policies and legislation;
 - Complimentary admission to the annual Vancouver Island Exhibition.
- Lifetime Membership is intended as a permanent honour and recognition of service.
- Lifetime Members are subject to all applicable standards of conduct, policies, and governing documents of the Association.

HONORARY MEMBER

An Honorary Member is an individual recognized by the Vancouver Island Exhibition Association for their support, service, or contribution to the Association or the broader community.

- Honorary Membership is conferred by resolution of the Board of Directors, in accordance with the Association's Constitution and Bylaws.
- Honorary Membership is granted for a one (1) year term, expiring at the end of the Association's membership year, unless otherwise specified by the Board.
- Honorary Membership may be renewed annually at the discretion of the Board of Directors.
- Honorary Members are not required to pay annual membership dues to hold an honorary designation.
- Honorary Members do not automatically receive full membership rights and privileges, including voting rights or eligibility to stand for election.
- In order to obtain full membership privileges, an Honorary Member must pay the current annual membership fee and be considered a member in good standing.
- Honorary Members are expected to comply with all applicable standards of conduct, policies, and governing documents of the Association.

- Honorary Membership does not constitute Lifetime Membership and does not imply permanency unless explicitly approved as such by the membership in accordance with the Association's Constitution and Bylaws.

COMMITTEE MEMBER

A Committee Member is a volunteer who contributes time and expertise to the work of the Vancouver Island Exhibition Association by serving on a committee or working group.

- Committee Members may be members or non-members of the Association, unless otherwise specified by the Board or required by policy.
- Committee Members are appointed by the Board of Directors or a designated Director, and serve at the discretion of the Board.
- Committee Members do not hold governance authority and do not have voting rights at Board meetings unless they are also members in good standing and entitled to vote in accordance with the Constitution and Bylaws.
- Committee Members are expected to:
 - Attend scheduled committee meetings as required;
 - Work collaboratively to support assigned projects, programs, or events;
 - Report progress and recommendations to the Director or Board liaison responsible for the committee;
 - Act in a professional and respectful manner while representing the Association.
- Committee Members are subject to all applicable Association policies, including standards of conduct, confidentiality requirements, and the Complaints Policy.

DIRECTOR

A Director is a member who has been elected by the membership at the Annual General Meeting or appointed by the Board to fill a vacancy in accordance with the Association's Constitution and Bylaws. Directors collectively form the Board of Directors and are responsible for the governance, strategic direction, and oversight of the Vancouver Island Exhibition Association.

Directors are responsible for:

- Attending and participating in regular and special meetings of the Board of Directors;
- Acting in good faith and in the best interests of the Association;
- Contributing to the development and oversight of the Association's strategic plans, policies, and annual priorities;

- Providing oversight of programs, events, and committees within their assigned portfolio or area of responsibility;
- Supporting the financial stewardship of the Association, including review of budgets and financial reports;
- Representing and promoting the Association in a positive and professional manner;
- Being present during the annual Vancouver Island Exhibition, where reasonably expected, to support operations and leadership.

Directors may be assigned specific portfolios or areas of responsibility and may establish or oversee committees or working groups, subject to Board approval.

Directors are subject to the Member Conduct & Responsibilities section of this document, the Director Conduct & Accountability standards, and all applicable policies, including the Association's Complaints Policy.

EXECUTIVE DIRECTORS

An Executive Director is a Director who has been elected by the Board of Directors to serve in an officer position of the Association (such as President, Vice President, Secretary, or Treasurer), in accordance with the Constitution and Bylaws.

Executive Directors collectively form the Executive Committee and provide leadership, coordination, and oversight on behalf of the Board between regular Board meetings.

In addition to fulfilling all responsibilities of a Director, Executive Directors are responsible for:

- Providing leadership and direction consistent with the mission, values, and strategic priorities of the Association;
- Supporting the effective governance and functioning of the Board of Directors;
- Exercising authority within the scope of their elected office and Board-approved policies;
- Making time-sensitive or operational decisions between Board meetings, where authorized, and reporting such decisions to the Board;
- Supporting and overseeing the General Manager in a professional and collaborative manner;
- Ensuring compliance with legal, financial, and policy obligations of the Association.

Executive Directors do not act independently of the Board and remain accountable to the Board of Directors and the membership.

Executive Directors are subject to the Member Conduct & Responsibilities section of this document, the Executive Conduct & Accountability standards, and all applicable Association policies, including the Complaints Policy.

GOVERNANCE STRUCTURE & AUTHORITY

GOVERNANCE ROLES AND RESPONSIBILITIES

The Vancouver Island Exhibition Association operates under a governance structure designed to ensure accountability, transparency, and effective leadership.

- Members provide direction through participation, voting, and elections in accordance with the Constitution and Bylaws.
- The Board of Directors is responsible for governance, strategic oversight, policy approval, and fiduciary responsibility.
- The Executive Committee provides leadership and coordination on behalf of the Board between meetings.
- The General Manager is responsible for the day-to-day management and operations of the Association and reports to the Board through the Executive.
- Committees and Volunteers support the work of the Association under the authority and oversight of the Board or designated Directors.

SEPERATION OF GOVERNANCE AND OPERATIONS

The Board of Directors and Executive are responsible for governance and oversight, while operational authority rests with the General Manager and staff, as defined by Board policy and approved delegations of authority.

Directors and Executive Directors shall not interfere in day-to-day operational matters, except where required in their governance role or as otherwise authorized by the Board.

MEMBER CONDUCT & RESPONSIBILITIES

(Applies to all members, regardless of classification)

All members of the Vancouver Island Exhibition Association are expected to conduct themselves in a manner that supports the mission, values, integrity, and objectives of the Association.

All members shall:

- Adhere to the Association's Constitution, Bylaws, policies, and directives;
- Act in good faith and in the best interests of the Association;
- Conduct themselves respectfully toward fellow members, volunteers, staff, guests, sponsors, and the public;
- Refrain from disruptive behaviour, harassment, intimidation, personal attacks, or actions that undermine the work or reputation of the Association;

- Support decisions made by the membership and governing bodies once duly adopted;
- Promote professionalism, collaboration, equity, and inclusion in all Association activities.

Complaints and Concerns

Concerns or complaints regarding member conduct must be submitted in writing in accordance with the Association's Complaints Policy. Written complaints shall be directed to the President and the General Manager for review and action.

All complaints will be handled in a fair, confidential, and timely manner, consistent with the Association's Constitution, Bylaws, and applicable policies.

DIRECTOR & EXECUTIVE CONDUCT AND RESPONSIBILITIES

(Applies to all Directors, including Executive Directors)

Directors of the Vancouver Island Exhibition Association, including those serving in Executive positions, hold positions of trust and are subject to a higher standard of conduct due to their fiduciary, governance, and leadership responsibilities.

In addition to meeting all expectations outlined in the Member Conduct & Responsibilities section, Directors and Executive Directors shall:

- Act honestly, ethically, and in good faith in the best interests of the Association at all times;
- Fulfill their fiduciary duties of care, loyalty, and obedience;
- Comply with all applicable laws, the Constitution, Bylaws, policies, and Board resolutions;
- Maintain confidentiality regarding sensitive, privileged, or non-public Association information;
- Declare and appropriately manage any actual or perceived conflicts of interest in accordance with Association policy;
- Conduct themselves in a professional, respectful, and responsible manner during meetings, events, and all Association-related activities;
- Support Board decisions once duly made, even where personal views may differ;
- Exercise authority responsibly and only within the scope of their role and Board-approved delegations.

Executive Directors, in addition to the above, are expected to model exemplary leadership, support the effective functioning of the Board, and work collaboratively with the General Manager to ensure the responsible governance and oversight of the Association.

Complaints and Accountability

Concerns or complaints regarding the conduct of a Director or Executive Director must be submitted in writing to the President and the General Manager, in accordance with the Association's Complaints Policy.

Where appropriate, matters may be referred to the Board of Directors for review and resolution, consistent with the Association's governing documents and applicable policies.

ENFORCEMENT & SANCTIONS

Failure to comply with the standards outlined in this document, the Association's Constitution and Bylaws, or any applicable policies may result in corrective or disciplinary action.

Depending on the nature and severity of the matter, enforcement actions may include, but are not limited to:

- Informal resolution or written warning;
- Suspension of membership rights or privileges;
- Removal from a committee or volunteer role;
- Removal from a Director or Executive position, where permitted under the Constitution and Bylaws;
- Termination of membership, in accordance with the Association's governing documents and applicable legislation.

All enforcement actions will be carried out in a fair, consistent, and transparent manner, with due regard for confidentiality, procedural fairness, and the best interests of the Association.

DEFINITIONS

For the purposes of this document, the following definitions apply:

Annual General Meeting (AGM)

The yearly meeting of the membership at which Directors are elected and other required business of the Association is conducted, in accordance with the Constitution and Bylaws.

Board of Directors (Board)

The governing body of the Vancouver Island Exhibition Association, responsible for governance, strategic oversight, fiduciary responsibility, and policy approval.

Committee Member

A volunteer appointed to serve on a committee or working group of the Association, with no governance authority unless otherwise specified.

Executive Director / Executive

A Director elected by the Board to serve in an officer position of the Association (such as President, Vice President, Secretary, or Treasurer), with additional leadership and oversight responsibilities.

General Manager

The senior staff member responsible for the day-to-day management and operations of the Association, reporting to the Board through the Executive.

Member in Good Standing

A member who has met all membership requirements, including payment of applicable dues, and is not subject to suspension or disciplinary action.

Membership Year

The annual period defined by the Association for membership purposes, as established by the Board of Directors.

Approved by the Board of Directors on [date]. Supersedes all previous versions.

Board Resolution – Approval of Membership Rights and Responsibilities

WHEREAS the Vancouver Island Exhibition Association is committed to clear governance, transparency, and accountability;

AND WHEREAS the Membership Rights and Responsibilities document has been reviewed and updated to align with the Association's Constitution, Bylaws, and current governance practices;

THEREFORE BE IT RESOLVED that the Board of Directors hereby approves the updated *Membership Rights and Responsibilities* document, effective immediately;

AND BE IT FURTHER RESOLVED that this document replaces all previous versions and shall be used as the guiding reference for member classifications, conduct, responsibilities, and enforcement.

Moved by: _____

Seconded by: _____

Carried: ☐ Yes ☐ No

Date: _____