



Number: S-0065676

# CERTIFICATE OF INCORPORATION

*SOCIETY ACT*

*I Hereby Certify that* **RIDGE MEADOWS MULTICULTURAL SOCIETY** was incorporated under the *Society Act* on June 24, 2016 at 01:23 PM Pacific Time.

*Issued under my hand at Victoria, British Columbia,  
on June 24, 2016*



CAROL PREST

*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA



# Cover Sheet

RIDGE MEADOWS MULTICULTURAL SOCIETY  
22549 HINCH CRES  
MAPLE RIDGE BC V2X 7H5

## Confirmation of Service

**Form Filed:** Incorporation  
**Date and Time of Filing:** June 24, 2016 01:23 PM Pacific Time  
**Name of Society:** RIDGE MEADOWS MULTICULTURAL SOCIETY  
**Society Incorporation Number:** S-0065676

A federal Business Number has been assigned to this society as noted below. You will need this number if you are going to apply for charitable status with the Charities Directorate of the Canada Revenue Agency. [IMPORTANT: KEEP THIS FOR YOUR

**Business Number: 762854925BC0001**

For additional information regarding the Business Number, contact Canada Revenue Agency at 1 800 959-5525 from 8:15 a.m. to 8:00 p.m., Monday through Friday, excluding statutory holidays.

### This package contains:

- Certified True Copy
- Certificate of Incorporation

Check your documents carefully to ensure there are no errors or omissions. If errors or omissions are discovered, please contact BC Registry Services for instructions on how to correct the errors or omissions.



BC Registry  
Services

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
[www.bcregistryservices.gov.bc.ca](http://www.bcregistryservices.gov.bc.ca)

Location:  
2nd Floor - 940 Blanshard Street  
Victoria BC  
1 877 526-1526

**File Number: S-0065676**

## **RIDGE MEADOWS MULTICULTURAL SOCIETY**

**I hereby certify that the documents attached hereto are copies of documents filed with the Registrar of Companies on June 24, 2016.**

A handwritten signature in black ink that reads "Prest".

CAROL PREST  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

## FORM 3

### *SOCIETY ACT*

### CONSTITUTION

1. The name of the Society is

**RIDGE MEADOWS MULTICULTURAL SOCIETY**

2. The purposes of the Society are:
  - a. to celebrate cultural diversity and educate about the enrichment that cultural diversity brings to the residents of Pitt Meadows and Maple Ridge;
  - b. to encourage respect for the multicultural heritage of British Columbia;
  - c. to promote racial harmony, cross-cultural understanding and respect;
  - d. to advocate for multicultural issues through programs, events and policy development.

# BYLAWS OF RIDGE MEADOWS MULTICULTURAL SOCIETY

Here set out, in numbered clauses, the bylaws providing for the matters referred to in the *Society Act*, and any other bylaws.

## Part 1 - Interpretation

- 1.1 In these bylaws, unless the context otherwise requires:
  - (a) "Board" means the Board of directors of the Society;
  - (b) "director" means a person elected or appointed to serve on the Board pursuant to these bylaws;
  - (c) "*Society Act*" means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it;
  - (d) "Society" means **Ridge Meadows Multicultural Society**;
  - (e) The definitions in the *Society Act* on the date of these bylaws become effective apply to these bylaws.
- 1.2 In these bylaws words importing a male person include a female person and a female person include a male person, and either word includes a corporation and a society; words importing the singular include the plural and vice versa.
- 1.3 This Society is a non-reporting Society.

## Part 2 - Membership

- 2.1 The members of the society are the applicants for incorporation of the Society, and those persons who subsequently become members in accordance with these bylaws and, in either case, have not ceased to be members.
- 2.2 Any person interested in furthering the Society's purposes can apply to the directors for membership in the society and on acceptance by the directors is a member.
- 2.3 The amount of the membership dues, if any, shall be determined at the annual general meeting of the Society. In the absence of any determination of membership dues it shall be deemed that there are no annual or other membership dues.
- 2.4 Every member shall uphold the Constitution of the Society and comply with these bylaws.

- 2.5 All members are in good standing until their membership ceases, except:
- (a) a member who has failed to pay any subscriptions or debt due and owing by him to the Society, and he is not in good standing so long as the debt remains unpaid;
  - (b) a member who has failed to participate in any of the Society's processes and meetings for the period of one year, and he is not in good standing until he participates.
- 2.6 Except as herein provided, every member of the Society shall be entitled to vote at all meetings of the Society.
- 2.7 A person shall cease to be a 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;
  - (b) on his death or, in case of a corporation, society or association, upon its dissolution, bankruptcy or receivership;
  - (c) on being expelled; or
  - (d) by failing to renew membership in accordance with these bylaws.
- 2.8 A member may renew his or her membership as follows:
- (a) If membership dues are determined, by paying the full amount of the membership dues; or
  - (b) If no membership dues are determined, by delivering a confirmation of interest to the Society within two weeks of receiving a written request for same by the Society.
- 2.9 A member may be expelled by an ordinary resolution (majority) of the members passed at a general meeting, provided the notice of the meeting specifies that such a matter is to be placed before the members.
- 2.10 The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the ordinary resolution is put to a vote.

### **Part 3 - Board of Directors**

#### **3.1 Authority**

- (a) The property and affairs of the Society shall be managed by a Board of directors in which shall be vested full control of the assets, liabilities, revenues and expenditures of the Society.
- (b) The Board may make rules or regulations governing its operations which are not inconsistent with policies of the provincial government, the provisions of these bylaws or of any statute or the regulations passed thereunder.
- (c) The Board is not authorized to mortgage, sell, lease, transfer or change the use of the real and personal property operated by the Society without first having obtained the approval of the members by special resolution.

### 3.2 **Constitution**

- (a) The Board of directors shall be constituted as follows:
  - (i) the number of directors shall be at least 5 and not more than 10;
  - (ii) the directors must be members of the Society;

### 3.3 **Election**

- (a) At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.
- (b) An election may be by acclamation; otherwise it shall be by show of hands.
- (c) The directors are eligible for re-election.
- (d) If no successor is elected, the person previously elected or appointed shall continue to hold office.

### 3.4 **Eligibility**

- (a) In order to be qualified for election as a director, the candidate:
  - (i) must be a member of the Society, but he may become a member of the Society and be elected to the Board at the same meeting;
  - (ii) must not have a criminal record; and
  - (iii) must not be an employee of the Society.

### 3.5 **Removal**

- (a) A director may be removed from office by special resolution of the Society passed by **seventy-five percent** (75%) of the members present at a meeting of the Society provided the notice of meeting specified that such a matter is to be placed before the members.
- (b) In the event that a director fails to attend three (3) consecutive meetings of the Board, or if his attendance at all meetings in any calendar year drops below **sixty percent** (60%), his service in office may be deemed terminated, unless cause satisfactory in writing is presented to the Board.

### 3.6 **Vacancy on the Board**

- (a) Where a person ceases to be a director for any cause:
  - (i) the Board may appoint an existing member or a person who consented in writing to become a member of the Society to take the place of the former director;
  - (ii) a director appointed by the Board to fill a vacancy holds office only until the conclusion of the next following annual general meeting of the Society;
  - (iii) no act or proceeding of the directors shall be invalid only by reason of there being less than the prescribed number of directors in office.

### 3.7 **Remuneration**

- (a) No director shall be remunerated for being or acting as a director, but the members may, by an ordinary resolution at an annual general meeting, provide benefits to the directors which will terminate at the close of the next annual general meeting.
- (b) A director shall be reimbursed for all necessary and verifiable expenses reasonably incurred by him while engaged in the affairs of the Society.

### 3.8 **Contracting with third parties and signing authority**

- (a) In the control and management of the affairs of the Society:
  - (i) the Board shall have the power to make contracts and enter into agreements on behalf of the Society;
  - (ii) notwithstanding (i) here above, approval of the annual budget shall also constitute approval for the Board to make such contracts and enter into



such agreements as are necessary for the day-to-day operations of the Society.

- (iii) wherever practicable or possible the Board and the secretary or treasurer shall secure and review tenders or competitive quotations before entering into any contracts or agreements.
- (b) A contract or other record to be signed by the Society must be signed on behalf of the Society:
  - (i) by the president, together with one (1) other director,
  - (ii) if the president is unable to provide a signature, by the vice-president together with one (1) other director,
  - (iii) if the president and vice-president are both unable to provide signatures, by any two (2) other directors, or
  - (iv) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.
- (c) No member of the Board or employee of the Society shall have any direct or indirect financial interest in any purchase order or contract entered into or issued on behalf of the Society unless such a member shall disclose such interest to the Board and absent himself from the meeting while the matter is being discussed and a vote taken in any matter affecting such an interest in a contract.

#### **Part 4 - Officers**

4.1 Except as provided herein, the officers shall be:

- (a) a president,
- (b) a vice-president,
- (c) a secretary, and
- (d) a treasurer.

who shall be elected by the Board from the Directors at the Board's first regular meeting immediately following the annual general meeting of the Society in each year and shall hold office until the next annual general meeting and until their successors are chosen.

#### 4.2 **Vacancy**

A vacancy occurring in the posts referred to in 4.1 here above shall be filled for the unexpired term by the Board.

#### 4.3 **President**

- (a) The president shall preside at all meetings of the Society and the Board shall have the powers and duties generally pertaining to his office.
- (b) The president is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

#### 4.4 **Vice-president**

The vice-president shall, in the absence of the president, possess all of the powers and perform all of the duties of the president.

#### 4.5 **Secretary**

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) maintaining register of members;
- (f) filing the annual report of the Society and making any other filings with the registrar under the Act.

#### 4.6 **Absence of secretary from meeting**

In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

#### 4.7 **Treasurer**

The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;

- (b) keeping accounting records in respect of the Society's financial transactions;
  - (c) preparing the Society's financial statements;
  - (d) making the Society's filings respecting taxes.
- 4.8 An officer may be removed and replaced, before the expiration of his term of office, from office by special resolution of the Society passed by three-quarters ( $\frac{3}{4}$ ) of the members present at a meeting of the Society provided the notice of meeting specified that such a matter is to be placed before the members.

## **Part 5 - Committees**

- 5.1 The directors may, by resolution, delegate any but not all of their powers to committees consisting of the director or directors as they think fit.
- 5.2 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.
- 5.3 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.
- 5.4 The members of a committee may meet and adjourn as they think proper.

## **Part 6 - Meetings**

### **6.1 Meetings of Members**

- (a) With the exception of the first meeting of the Society which shall be held on a day fixed by the first Board of the Society, the first annual general meeting of the Society shall be held not more than **fifteen** (15) months after the date of incorporation and thereafter an annual general meeting shall be held once in every calendar year and not more than **fifteen** (15) months after the date of adjournment of the last preceding annual general meeting.
- (b) A general meeting of the Society may be called by:
  - (i) the president; or

- (ii) a member, the "requisitionist", representing 10% or more of the voting members of the Society, which must be evidenced by document containing the signatures of the represented members, which document must accompany the written request to call a general meeting of the Society, stating the purpose of the meeting and such a meeting shall be convened by either the president or the secretary within 21 days.
- (c) The requisition shall be mailed or delivered to the office of the secretary and the date on which it is received shall be deemed to be the date on which it was received by the Board. If the requisition indicates the intention to require the expulsion of a member or the removal of an officer or director, reference to such matters shall be included in the notice of meeting issued under these bylaws.
- (d) When a general meeting of the Society has been requested in writing in accordance with clause 6.1(b)(ii) and such meetings have not been held within the prescribed times, the members who originated the requests may themselves convene a general meeting, in accordance with the provisions of the *Society Act*.
- (e) **Five** (5) members shall constitute a quorum at any meeting of the Society.
- (f) Business must not be conducted at any meeting unless a quorum is present.
- (g) If at the time appointed for a meeting a quorum is not present, the meeting stands adjourned to 30 minutes after the appointed time at the same place, for purposes of securing a meeting in terms hereof.

## 6.2 Meetings of the Board

- (a) The Board shall meet on a day fixed by the Board in the seven-day period immediately prior to the annual general meeting of the Society.
- (b) The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting.
- (c) Special meetings of the Board may be called by the President.
- (d) Emergency meetings of the Board may be convened providing a reasonable effort is made to notify every director of such a meeting.
- (e) The **majority** of directors shall constitute a quorum for any meeting of Board.

### 6.3 Notice

- (a) Not less than **fourteen** (14) days' written notice of a general meeting of the Society shall be given to each member entitled to receive such notice but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing.
- (b) Notice of a general meeting shall be mailed or delivered to each member at his registered address, as listed in the register of members on the day notice is to be given.
- (c) Except as provided in these bylaws, written notice of all meetings of the Board and the Committees shall be mailed or delivered to each director or committee member at least **three** (3) days before the date of the meeting.
- (d) Notice of a general meeting of the Society or a special meeting of the Board shall state the business to be transacted.
- (e) "Mailed" for purposes of notice includes delivery by post, email, text message or any other recognized method of physical or electronic communication which is able to deliver and bring to the notice of the recipient a true copy of the notice.

### 6.4 Chair

The president, or in his absence, the vice-president, shall preside as chairman at every meeting of the Society or the Board and if there is no chairman present within 10 minutes after the time appointed for holding the meeting, the members present shall, if they comprise a quorum, choose a person from among their number to be chairman at that meeting.

### 6.5 Voting

- (a) A member in good standing present at a meeting of members is entitled to one vote.
- (b) Voting shall be by show of hands unless a majority of the members shall otherwise determine. The chairman may vote but if he does so and a tie vote results, he shall not be permitted to vote again and the matter being voted on shall be deemed to have been defeated.
- (c) Each issue shall be decided according to the majority of votes cast except where the members are voting on a special resolution, in which case such a resolution shall not be deemed to have been passed by the Society unless at least **seventy-**

**five percent** (75%) of the members present have voted in favour of the said special resolution at a general meeting of the Society provided the notice of the said meeting specified the intention to propose such a resolution.

(d) Voting by proxy is not permitted.

## **Part 7 - Financial Year and Audit of Accounts**

- 7.1 The financial year of the Society shall be the twelve-month period starting on the **first** (1<sup>st</sup>) day of January or such other period of twelve consecutive months as may from time to time be established by the directions.
- 7.2 The accounts of the Society may, at the resolution of the members, be audited by an auditor who holds the professional qualifications as specified in the *Society Act* and who is otherwise eligible under the provisions of the said *Society Act*.
- 7.3 The first auditor shall be appointed by the Board who shall also fill all vacancies occurring in the office of auditor.
- 7.4 At each annual general meeting the Society may appoint an auditor to hold office until he is reappointed or his successor is appointed at the next annual general meeting.
- 7.5 An auditor may be removed by ordinary resolution of the members.
- 7.6 An auditor shall be informed forthwith in writing of appointment or removal.
- 7.7 The auditor may attend general meetings.

## **Part 8 - Borrowing**

- 8.1 The Society may borrow, raise or secure payment of monies in such manner and amount as shall be sanctioned by a resolution of the Board.
- 8.2 No debenture shall be issued without sanction of a special resolution.

## **Part 9 - Inspection of Books and Records**

- 9.1 The books and records of the Society shall be open to the inspection of the members of the Society and any member who wishes to make such an inspection shall apply in writing to the secretary. Upon receipt of such an application, the secretary shall forthwith bring the same to the attention of the Board or the executive committee who shall cause the said books and records to be made available for inspection at such time and place as is reasonably convenient to everyone concerned, not later than one week

from the day on which the secretary received the said application. The provisions of this bylaw shall only apply to:

- (a) records related to financial transactions of the Society; and
- (b) the minutes of all meetings of the Society but excluding:
  - (i) the minutes of all meetings of the Board;
  - (ii) any matters concerning a person's illness or the treatment being given to the person;
  - (iii) any matters concerning the staff which are deemed to be confidential by the Board.

### **Part 10 - Disposal of Assets upon Winding up and Dissolution**

10.1 If the Society is wound up, the assets remaining, after all debts have been paid or provision for payment has been made, must be paid, transferred or delivered to the persons entitled to receive those assets. Any remaining assets shall be distributed in accordance to a resolution of the members which resolution must comply with any requirements of the *Society Act*.

### **Part 11 - Bylaws**

11.1 On being admitted to membership, a member is entitled to and the Society shall give him, without charge, a copy of the constitution and bylaws.

11.2 These bylaws may be amended by a special resolution.


DATED THE 28 day of April, 2016.

WITNESS

APPLICANTS FOR INCORPORATION


Name:

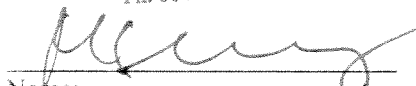
Address:


  
**MARCELA SHOCKEY**  
BARRISTER & SOLICITOR, NOTARY  
22326 McIntosh Avenue  
Maple Ridge, B.C. V2X 3C1  
Ph: 604-463-8890 Fax: 604-463-6760


Name: Yves Chinnapen


Address: 22549 Hinch Crescent, Maple Ridge,  
BC, V2X 7H5

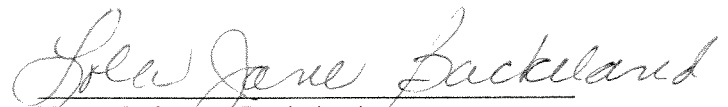
  
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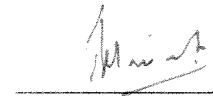
  
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Ph: 604-463-8890 Fax: 604-463-6760


  
Name: **Yves Chinnapan**  
Address: **22549, HINCH CRESCENT,**  
**MAPLE RIDGE, BC**  
**V2X 7H5.**  
**604-463-7971**

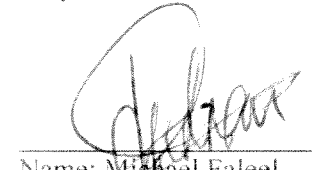
  
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Address: **22549, HINCH CRESCENT,**  
**MAPLE RIDGE, BC**  
**V2X 7H5.**  
**604-463-7971.**


  
Name: **Yves Chinnapan**  
Address: **22549, HINCH CRESCENT,**  
**MAPLE RIDGE, BC.**  
**V2X 7H5.**  
**604-463-7971.**

  
Name: **Lola Jane Backeland**  
Address: #15-18960, Advent Road, Pitt Meadows,  
BC, V3Y 2G4

  
Name: **Frederick Mensah**  
Address: 19341 121<sup>st</sup> Avenue, Pitt Meadows, BC,  
V3Y 2G7

  
Name: **Lynda Chew**  
Address: 1508 - 2975, Atlantic Avenue,  
Coquitlam, BC, V3B 0C6

  
Name: **Michael Faleel**  
Address: #4-11757, 207 Street, Maple Ridge, BC,  
V2X 1X4

  
Name: **John Joseph**  
Address: 24136, McClure Drive, Maple Ridge,  
BC, V2W 2B8





Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

LIST OF FIRST DIRECTORS OF RIDGE MEADOWS MULTICULTURAL SOCIETY (Name of Society)

Table with 2 columns: FULL NAMES, RESIDENTIAL ADDRESSES. Contains 5 entries for directors: Yves Chinnapen, Loia Jane Backeland, Frederick Mensah, Ley See Chew, Michael Inthran Anthony Faleel.

Note: (a) One director must be ordinarily resident in British Columbia. (b) Full names and residential addresses are required for all directors.

\* This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the director.

Dated on 2016 04 28

Ridge Meadows Multicultural Society (Name of Society)

by Yves Chinnapen (Signature of a First Director, Officer or Solicitor) First Director (Relationship to Society)



Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Corporate Registry may have to return documents that do not meet this standard.

- Item A Enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.
Item B Enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.
Item C Enter the complete physical address for the society. In addition you may include general delivery, post office box, rural route, site or comp. number as part of the address. The Corporate Registry cannot accept a PO Box number alone as a physical address. You must include a postal code. If an address does not have street names or numbers, provide a description that would readily allow a person to locate the office. This is the address of the society in British Columbia to which all communications and notices may be sent where the society's records are kept and at which all documents may be served.

Filing Fee:

To register the address of a society at the time of incorporation: no fee
To change the address of an incorporated society: \$15.00 Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account. Please pay in Canadian dollars or in the equivalent amount of US funds.

Important Note:

If this form is used to register the address of a society at the time of incorporation no filing fee is charged. If this form is used to change the address of a society after it is incorporated a filing fee of \$15.00 is applicable.

Note: A change of address has effect on the day after the notice is filed with the registrar.

A CERTIFICATE OF INCORPORATION NUMBER

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

B FULL NAME OF SOCIETY

RIDGE MEADOWS MULTICULTURAL SOCIETY

C ADDRESS OF SOCIETY (must be a physical address - refer to definition in Instructions above)

22549 Hinch Crescent,
Maple Ridge

PROVINCE B.C. POSTAL CODE V2X 7H5

D CERTIFIED CORRECT - I have read this form and found it to be correct.

Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED

YYYY MM DD

2016 04 28

X [Signature]

Yves Chinnapan