



VANCOUVER ISLAND EXHIBITION MEMBERSHIP BENEFITS AND RESPONSIBILITIES

MEMBERSHIP CLASSIFICATIONS

At the Vancouver Island Exhibition, there will exist a number of levels of participation that each member may wish to contribute towards the betterment of the association. Each of these levels (classifications) of participation will provide a corresponding level of benefits and responsibilities associated with the member's choice. Classification levels will fall under the following categories:

1. General Member
2. Committee Member
3. Director
4. Executive

GENERAL MEMBER

Members of the Vancouver Island Exhibition Association who have paid their annual membership dues are offered the following benefits, rights, and privileges:

- Attend bi-monthly General Meetings held in February, April, June and October at which each member may make and second motions on the floor and vote on any motion put before the membership;
- Attend the Annual General Meeting held in December at which, over and above the rights and privileges at the monthly general meetings, members may elect directors for the upcoming year;
- Participate in all deliberations during general meetings of the Association;
- To lodge a complaint against another member who has violated the Associations' code of conduct rules;
- Run for office (directorship) and help lead the Association;
- Be appointed to any position in the Association;
- Examine all the records or books of the Association during business hours;
- Attend various activities sponsored by the Association;
- Enter into the annual fair without payment of the entrance fees.

In return, the Vancouver Island Exhibition expects a certain code of conduct from all members to maintain a safe, friendly, and positive experience for all. All members:

- Shall recognize the Association as the official voice of all the active members of the Association;
- Shall adhere to the Constitution, Bylaws, and directives of the Association;
- Shall support the decisions made by the majority of the Association's members and shall not delay the progress of the Association by revisiting decisions made at previous meetings;



- Shall refrain from undertaking or supporting actions which undermine decisions made by the membership;
- And guests are expected to exercise understanding and compassion towards other members and guests;
- Are to refrain from personal attacks or insults directed at other members and guests, whether at or outside of meetings, events, or other activities sponsored by the Association;
- Shall not disrupt, disturb, or otherwise distract from the main discussion at hand during a meeting;
- Shall endeavor to ensure equity and inclusiveness in the Association; and
- Shall strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the Association.

Members found to be in violation of the code of conduct can be reported anonymously to any Director and appropriate disciplinary actions will be taken dependant on the severity of the violation.

COMMITTEE MEMBER

In addition to the benefits, rights, and privileges extended to all general members, a committee member will also be offered the following courtesies and will accept the following additional responsibilities:

- To attend scheduled meetings of the committee to help create activities and programs as required throughout the year;
- Meet with the Director responsible for the committee to keep the director up to date with the status of activities and programs;
- Provide a status report to all members at the monthly general meeting.

DIRECTOR

A member that has been elected as a director during the annual general meeting, or a member who has been appointed as an interim director during the year, has accepted the responsibilities of completing various assigned duties of the Association and will have the authority to exercise their control in their respected areas. They will also be offered the following courtesies and will accept the following additional responsibilities:

- To attend regular scheduled meetings and special meetings called of the directorship;
- Make and second motions on the floor and vote on any motion put before the directorship;
- Participate in all deliberations during director meetings of the Association;
- Accept responsibilities as allocated during the first directorship meeting after the annual general meeting;
- Propose a budget for their area of responsibility that will be presented to the finance committee, which may be amended during the budgetary process;
- Canvas potential sponsors for funding towards their areas of responsibility and ensure that



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- expenditures fall within their approved budgets;
- Will allocate tasks to subcommittees within their areas of responsibility and ensure that these subcommittees perform their assigned tasks;
 - Be present on fair weekend to represent and promote the annual event;
 - Assist other directors during the take-down process after the annual event; and
 - Be eligible to attend the annual BCAAFE convention in Vernon, BC.

EXECUTIVE

A director who is voted into a position on the executive has accepted the utmost level of commitment to the Association. Executive directors will be responsible for not only their directly assigned areas of responsibility, but they will be required to make decisions on the day-to-day operations of the Association as they arise. The executive is in essence their own subcommittee and their constant interaction is imperative to the success of the Association. Executive directors will:

- Attend special meetings called for the executive directors;
- Deliberate all items/situations that arise and determine whether these matters need to be presented to the directorship or to the general members;
- Make daily decisions regarding general and administrative expenditures;
- Help guide the directorship to attain achievement of responsibilities and tasks;
- Represent the Association in matters of banking, signing of contracts, and authority to outside organizations; and
- All other duties as required.