

Approved by the shareholders at the Sept 6th, 2026 AGM

SEYMOUR ARM WATER USERS COMMUNITY (SAWUC) BYLAWS

1) Membership

(a) Membership in the Seymour Arm Water Users Community (SAWUC) shall consist of those licensees named in the Certificate and their successors, as well as individuals who have purchased a share in the community water system.

(b) When a share is transferred, it is the responsibility of the seller to notify the Water Manager or Secretary-Treasurer. The seller must advise the purchaser in writing of this process and provide all necessary information and documentation to complete the transfer through the provincial Water Management Branch.

(c) The purchase of one share entitles the member to 500 gallons (2.27305 m³) of water per day per license, restricted to one main dwelling and one extension on the same property.

(d) Any license exceeding the connection limits in 1(c), for any part of the year, may be deemed entrepreneurial or for-profit and may be assessed a commercial surcharge and annual maintenance fee per additional connection (e.g., RV or trailer), to a maximum of five connections per property. Charges will be reviewed annually by the Management Committee.

(e) Commercial businesses with multiple designated shares/licenses exceeding the limits in 1(c) are exempt from 1(d).

(f) The purchase cost of one share is \$3000 and entitles the purchaser(s) to one vote. Annual maintenance fees, set by the Management Committee and approved at the Annual General Meeting (AGM), are payable within 30 days of invoicing. Interest may be charged on overdue accounts. Shares are issued for a specific property and may not be transferred to another property.

(g) A member wishing to withdraw must submit a written request. Withdrawal may be approved provided all outstanding fees are paid and the member is in good standing. Shareholders who choose to withdraw from SAWUC are not entitled to any compensation for their shares.

(h) New applicants will be placed on a priority list in order of application receipt. Prior to installation, applicants must obtain a provincial Water License and provide a copy to the Secretary-Treasurer.

(i) New connections require payment of the membership/share fee and all connection costs prior to installation.

(j) An applicant may decline installation once and retain their position at the bottom of the list. A second decline removes them from the list.

2) Annual General Meeting

(a) The AGM shall be held on the September long weekend unless otherwise determined by the Board.

(b) AGMs may be conducted electronically. Quorum requirements apply equally.

3) Special General Meeting

Special General Meetings may be called by the Board or Water Management team with notice provided to members. Where possible, 30 days' notice will be given.

4) Quorum

(a) Quorum for General Meetings shall be 20% of the voting membership, including proxies.

(b) Members may assign proxies in writing or email. No Member may hold more than five (5) proxy votes which includes their own.

(c) Quorum for Management Committee meetings shall be a majority of Directors.

5) Voting

All decisions affecting membership shall be determined by a majority vote of members present at a duly constituted meeting. Each share is entitled to one vote. Members will receive 30 days' notice of matters requiring a vote.

6) Management

(a) The business of SAWUC shall be conducted by the Board of Directors.

(b) Following each AGM, the Board shall appoint from among its members a Water Management team and a Secretary-Treasurer.

(c) Directors shall be elected at each AGM. Candidates must:

Be in good standing

Submit a written letter of intent to the board if applying as a new candidate and state what you can contribute to the organization.

Be supported by two board members, and have majority support from the board
No nominations from the floor will be accepted unless insufficient candidates are available.

(d) The Board of Directors shall consist of not fewer than six (6) and not more than eight (8) Directors.

The Board shall appoint from among its members: Chairperson, a water management team, a secretary-treasurer. The Chairperson shall preside at meetings and may be rotated or shared.

All decisions shall be made by a majority vote of Directors present at a duly constituted meeting.

(e) Directors are expected to contribute actively. A Director may be removed by:

Majority vote at a General Meeting, or majority vote of the board.

The Director shall be given notice and an opportunity to be heard prior to removal.

(f) The Board may refuse applications or disconnect service where necessary to protect the system. Disconnection may occur 30 days after a second notice of arrears.

(g) The Board may hire staff, contractors, or consultants.

(h) The Board may authorize remuneration or fee adjustments, subject to approval at a General Meeting.

(i) Membership may be cancelled for failure to comply with bylaws or applicable legislation. Members shall receive written notice, opportunity to correct, and right of appeal. Refunds of membership fees will be made subject to the financial capacity of SAWUC

(j) Directors must disclose conflicts of interest and recuse themselves where appropriate.

(k) Interim Directors may be appointed and must stand for election at the next AGM.

(l) Meetings shall follow Robert's Rules of Order.

7) Authority of Management

Under applicable legislation, SAWUC may:

- a) Acquire and manage property and licenses.
- b) Construct, operate, and maintain waterworks.
- c) Levy and enforce assessments.
- d) Determine conditions for membership as required.

8) Control Over Works and System

- (a) SAWUC retains control of all system infrastructure.
- (b) Infrastructure to the property line is maintained by SAWUC
- (c) Infrastructure on private property is the responsibility of the Member.
- (d) Share use must be designated and approved for changes.
- (e) Water may not be supplied to other properties without approval.

9) Unauthorized Interference

No unauthorized person may tamper with the system. No modifications or connections may be made without approval.

10) Abuses and Precautions

- (a) Members must maintain plumbing to prevent waste.
- (b) In emergencies, SAWUC may enter property where reasonably necessary to prevent damage. Costs remain the responsibility of the Member.

11) Assessments and Liability

Special assessments may be levied by General Meeting resolution. Members are liable proportionate to their shares.

12) Financial

- (a) SAWUC shall maintain complete and accurate accounting records and prepare annual financial statements in accordance with the *Societies Act* of British Columbia and any other applicable laws.
- (b) The Board shall ensure that the SAWUC's financial records are maintained in a manner that accurately reflects SAWUC's financial position and are retained for the period required by law.
- (c) Members are entitled to inspect SAWUC's financial records in accordance with the BC *Society Act* and these bylaws, upon providing reasonable notice to the Board.
- (d) The Board may appoint a qualified independent accountant or other qualified third party to prepare, review, or assist with SAWUC's annual financial statements, as determined by the Board or as required by law.
- (e) Any director or officer authorized as a signing authority on the SAWUC's bank or financial accounts shall successfully complete a Criminal Record Check before signing authority is granted and shall provide proof of completion to the Board. The Board may require renewed Criminal Record Checks at intervals it considers appropriate.

13) Records

Records shall be securely maintained and transferred to successor Boards. Audits may be initiated as required.

14) Default Authority

These bylaws operate under the Water Users Communities Act and the Water Sustainability Act of British Columbia. In case of conflict, applicable BC legislation and Roberts rules may apply.

