

Maintaining Your B.C. Society

The British Columbia *Societies Act* ("the Act") requires all incorporated societies to file information about the society with the Corporate Registry office. These filings are:

ANNUAL REPORT

Filing Fee: \$40.00

A British Columbia society must file an annual report each year within 30 days after each annual general meeting. An annual general meeting **must** be held once in every calendar year. An annual report reminder is emailed to the society email address. Go to www.bcregistry.ca/societies to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process.

CHANGE IN ADDRESS OF SOCIETY

Filing Fee: \$15.00

Notice of every change in the address of the society must be filed without delay and the change takes effect on the day after the notice is filed with this office. This address must be a physical address where the society can be served legal documents. It is important to file this change as the registered society address is also the address used for mailing any notices concerning the commencement of dissolution of your society. The change in address can be updated at the time of filing your Annual Report with no additional fee.

CHANGE IN DIRECTORS

Filing Fee: \$15.00

Notice of every change in the directors, **other than at an annual general meeting**, must be filed without delay.

CHANGE IN CONSTITUTION/BYLAWS

Filing Fee: \$50.00

Any change made to the constitution or bylaws of a society must be filed. These changes do not take effect until filed with the Registrar.

The Corporate Registry is the repository of the bylaws for public access. Therefore, it is important for you to ensure your bylaws comply with section 11 of the *Societies Act* before making any changes.

FINANCIAL STATEMENTS

The directors of a British Columbia society must place financial statements before each annual general meeting of the society. The financial statements must be for the period ending not more than six months before the annual general meeting and be approved and signed by two directors. If the society is a reporting society, the financial statements must be professionally audited as well as approved and signed by two directors.

Societies are not required to submit the financial statements to the Corporate Registry, however, under section 28 of the *Societies Act* the financial statements are to be provided to the public upon request.

REGISTRAR OF COMPANIES

The primary role of the Registrar of Companies is to make sure that societies comply with the filing requirements of the Act. **The Registrar does not supervise the conduct of societies or intervene in the internal affairs of a society.** If members are unhappy with the society's conduct, they may exercise their rights by calling a meeting or voting for a different board of directors (refer to sections 50 and 75 of the Act.)

If a society breaches the Act or does not comply with its constitution or bylaws, section 102 of the Act permits members to seek remedy in the courts.

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Corporate Registry at 1 877 526-1526.

Every director should have a copy of the *Societies Act* and be aware of its contents. It is a useful source of information and a printed copy may be purchased from Crown Publications (www.crownpub.bc.ca). To view the Act, go to the Queen's Printer website (www.bclaws.ca).



Failure to comply with the filing requirements of the *Societies Act* may result in a society being dissolved and struck from the register.