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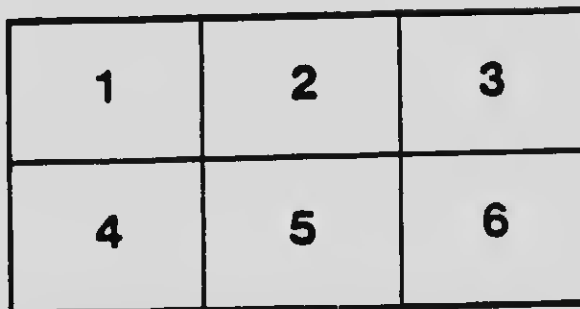
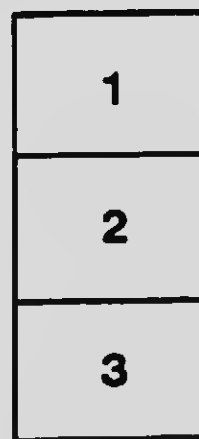
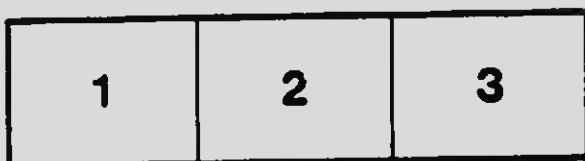
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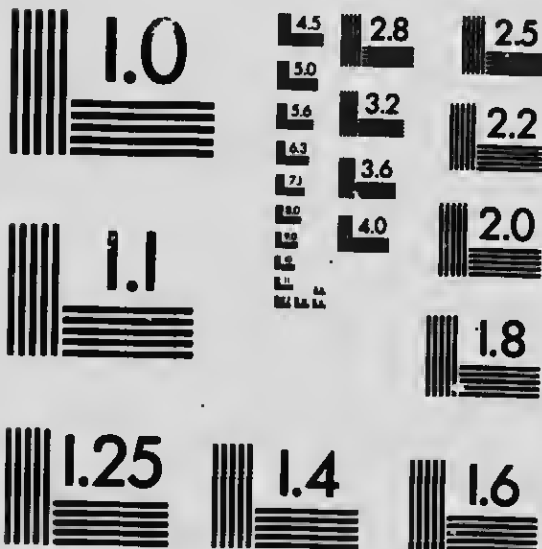
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BY-LAWS

OF THE

PACIFIC CLUB

VICTORIA, B. C.

ESTABLISHED 1894



VICTORIA, B. C.

THE COLONIST STEAM PRESSSES

1905

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1905

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OFFICERS

1904-5

PRESIDENT

JOSHUA KINGHAM

VICE-PRESIDENT

JAMES PATERSON

COMMITTEE

J. SAVANNAH

H. G. ROSS

A. BRENCHLEY

J. H. LAWSON, JR.

J. McB. SMITH

SECRETARY

J. D. VIRTUE

BY-LAWS
OF THE
PACIFIC CLUB

MEETINGS.

1. General meetings of the Club may be ordinary or extraordinary.

2. An annual general meeting shall be held on the third Tuesday in January in every year, to elect a President, Vice-President, Auditor and Committee of Management for the ensuing year; to receive the reports and accounts of the Committee for the expired year, and generally to take into consideration the position and prospects of the Club.

3. An extraordinary general meeting may be called at any time by any three committeemen, or by ten ordinary members, to consider any special matter. Ten days' notice at least shall be given, by being posted on the notice board, of any extraordinary meeting, and of the special matters proposed to be considered thereat or at any annual general meeting; also the names of the persons convoking the extraordinary general meeting or bringing forward the special matter. No special matter shall be brought forward or discussed at any meeting unless such notice shall have been given.

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PROVINCIAL ARCHIVES OF B. C.

4. At all general meetings the chair shall be taken by the President, or in his absence by the Vice-President, or in the absence of both by a Committeeman, or in the absence of all Committeemen, then by such ordinary member as may be chosen by the meeting. Fifteen ordinary members shall be a quorum at any ordinary general meeting; but at any extraordinary general meeting, or for discussing any special question, not less than twenty-one of the ordinary members of the Club must be present. If at the expiration of thirty minutes from the hour of meeting there shall not be a quorum present, the meeting shall, ipso facto, stand adjourned until that day week, at the same time and place. No business shall be taken up at an adjourned meeting except the unfinished business of the meeting from which the adjournment has taken place. If, at the adjourned meeting, a quorum be not present at the expiration of thirty minutes, the meeting shall, ipso facto, stand adjourned sine die.

5. At any general meeting, all questions, except the winding up of the Club or the alteration of any by-law, shall be decided by a majority of votes. Every ordinary member shall have one vote. At general meetings all voting shall be open. Any law or by-law may be altered and a new law made by a majority of two-thirds of the votes at any general meeting; but the winding up of the Club shall only be deemed duly resolved upon when a resolution to that effect shall have been adopted at a general meeting by a two-thirds majority of the members present at such meeting, and confirmed by a like majority at another extraordinary general meeting to be convened for that purpose not less than two weeks nor more than five

weeks after the first adoption; but no dissolution shall take place until all the liabilities of the Club are discharged.

6. The Club may, at a special meeting, remove any Committeeman or other officer, who shall, nevertheless, hold office until his successor is appointed.

GOVERNMENT.

7. All the government and administration of the affairs of the Club shall be vested in a Committee, to consist of five members, together with the President and Vice-President.

8. The whole body of Committeemen shall go out of office at the close of each annual general meeting. Each Committeeman shall hold office, nevertheless, until his successor is appointed. Any ordinary member, whether a retired Committeeman or not, may be elected or re-elected (as the case may be) for the ensuing year.

9. The Committee shall meet on the second Tuesday in every month if necessary, or oftener if they shall think fit, and at such place and hour as they shall think proper, and adjourn at pleasure. Four shall form a quorum for the transaction of business, except as in Section 24. A bare majority shall decide on any question. The person in the chair shall have a casting vote, in case of equality of votes, in addition to his own vote as Committeeman. Any Committeeman who shall be absent from the regular Committee meetings for a period of three consecutive months shall, ipso facto, cease to be a member of the Committee.

POWER OF GENERAL COMMITTEE.

10. All officers, employees and servants of the Club shall be appointed, varied and discharged by the Committee, who shall also fix their duties and remuneration (if any). The Committee shall also fill up all casual vacancies (in the interval between annual and general meetings) among the Committeemen themselves.

11. The Committee shall have power moreover—

- (a) To appoint among themselves sub-committees or standing committees for general or special purposes, as they may deem expedient.
- (b) To make additional house rules for the regulation of the affairs and conduct of the Club, and for the enjoyment of the benefits thereof by the members, not being inconsistent with these By-Laws or with the declaration filed in the office of the Registrar.
- (c) To appoint, remove and replace a Treasurer or Secretary.
- (d) To suspend members as herein mentioned.
- (e) To administer generally all the internal affairs of the Club, and by house rules (not being inconsistent herewith or with any By-Law) to fix the tariff of prices and charges, arrange modes of payment and checks, and make rules for the billiard room and card room, and other parts of the Club premises.

12. No member of the Purchasing Committee shall be directly concerned in supplying provisions to the Club.

13. No general sectarian or political discussion or demonstration shall be permitted in the Club.

DUTIES OF SECRETARY.

14. The duty of the Secretary shall be to keep an accurate record of the proceedings of all meetings of the Club and the Committee. He shall have custody and charge of and keep the books of the Club, collect all subscriptions and moneys due the Club, and grant discharges for the same on the regular printed forms. He shall keep a full record of the name and address of each member; notify candidates of their election, and the members of all meetings; conduct the correspondence; keep copies of all letters written and files of all received. His books and vouchers shall at all times be subject to the inspection of the Auditor, and shall be produced whenever they may be required by the Committee. He shall deposit all moneys in his hands in the regular bank account of the Club as soon as the amount shall exceed a hundred dollars. He shall render a statement of all receipts and expenditures, and exhibit the bank book to the Committee at every meeting, and a cash statement once a month (or more frequently if deemed necessary); prepare the regular annual reports and statements, and perform such other duties in connection with the Club as he may be directed to do by the Committee. He shall make out and serve a notice upon every member whose subscription is in arrears, and if the same remain unpaid for two weeks

longer shall report the fact to the Committee, and when ordered by the Committee shall post their names on the bulletin. He shall furnish a guarantee bond for the proper performance of his duties, of such an amount as the Committee shall deem necessary; such bond shall be placed in charge of the President. He may resign his post by giving one month's notice in writing, or his services may be dispensed with on the same notice, or for cause without notice; and he shall be empowered, on the certificate of the Committee, to pay by cheque the regular monthly running expenses of the Club, and any additional petit account or accounts, not exceeding in the whole the sum of fifty dollars in any one month.

DUTIES OF AUDITOR.

15. It shall be the duty of the Auditor to audit the books of the Club at least once in every three months, and to submit his report thereof to the Committee. He shall also submit a report for the year to the annual general meeting.

MEMBERS — ELECTION.

16. All members other than the charter members of the Club shall be admitted by ballot. Every candidate must be nominated by one ordinary member and seconded by another ordinary member, and his application for membership must be accompanied by a fee of fifteen dollars (\$15), which, in the event of his rejection, shall be returned to him, otherwise the same shall form his entrance fee. The name and address and calling of the candidate, unless same be withdrawn as hereinafter provided, and the

names of the proposer and seconder, must be posted on the notice board, and also on such other place (if any) as the Committee shall think fit to direct, for eight days prior to action thereon. Such application shall be submitted to the Committee, who shall, if such proposed member is not in their opinion a person who should be admitted to membership, request his proposer and seconder to withdraw his name. The balloting for a candidate shall be held on the second Tuesday after his application has been posted on the notice board, and shall commence at noon. Each member as he casts his ballot shall enter his name on the list of those who have voted. The ballot shall remain open and in charge of one of the Committeemen, the Secretary or the Steward, until 11:30, when, if 21 votes or more have been cast, the ballot shall be closed. If, however, it is found that 21 votes have not been cast at 9 P. M., then the ballot shall remain open from day to day until that number of votes has been registered. The ballot box shall then be opened in the presence of three ordinary members, one at least of whom must be a Committeeman. If there be no Committeeman in the Club, or if there be less than three ordinary members then present, the box shall remain unopened in the custody of the Secretary until there shall be three ordinary members present, one of whom shall be a Committeeman, when the box shall be opened and the result as to whether the candidate is elected or not elected shall be declared, but no other particular whatever. Any candidate who shall not receive 21 votes at least shall be declared not elected, and one black ball in five votes cast for any candidate shall exclude. No unsuccessful candidate shall be again pro-

posed until the lapse of three calendar months. A candidate twice rejected shall not be proposed a third time until the expiration of one year from the last balloting.

17. The Committee may, in their discretion, by unanimous vote, submit for re-election by ballot without entrance fee the name of any ex-member who, while in good standing, for adequate and sufficient reasons may have resigned from membership, provided that the name of such ex-member shall be submitted for ballot under all the conditions named in Section 16 of the By-Laws, except as regards the form of nominations, which shall be as follows:

The Committee unanimously recommend for re-election Mr., of, the day of, 190...

By order,

....., Secretary.

If re-elected, such member shall pay a sum equivalent to the subscription of a resident member, if resident throughout the time; if non-resident, the subscription of a non-resident throughout the time computed from the day of his resignation to that of his re-election. This section, however, shall not be deemed to take away any such person's right to make application for membership under the provisions of Section 16 hereof.

18. The Committee may place on a list of temporary members (without ballot), first, all officers of the Navy or Army, being on active service or temporary leave of absence from their ship or corps; second, all non-resident members of the Legislative

Assembly of British Columbia; third, all such other persons, not being residents of British Columbia, as the Committee may think fit. Temporary members shall be admitted without any ballot or entrance fee, and shall, upon payment of one month's subscription fee in advance, be entitled to all the privileges of the Club for a period of one calendar month; and shall, at the end of such period of one month, be re-eligible for a like period, and so on from time to time, in the discretion of the Committee.

DUES.

19. The monthly subscriptions shall be two dollars and fifty cents (\$2.50) for ordinary and temporary members, and one dollar (\$1) for non-resident members, payable monthly in advance, on the first day of each and every month.

20. Any ordinary member who shall remain ten miles distant from the Club House during the whole of any month in the calendar, and notifies the Secretary thereof, shall pay the subscription of a non-resident member for that month; but residence for fifteen days in any month named in the calendar shall be deemed residence for the whole month, and shall entail the liability of an ordinary member for that month's full subscription.

21. A non-resident member shall be one who does not, in the opinion of the Committee, reside within two miles of the city electric railway.

22. Any member or temporary subscriber who shall for one calendar month be in

arrear of any payment whatever due to the Club may be posted as indebted to the Club, and after notice and a default of one calendar month further, it shall be the duty of the Committee to suspend him from being a member, and he shall thereupon lose all the privileges of a member and shall not be entitled to be admitted upon the premises unless restored as hereinafter mentioned. Any member or temporary subscriber having been duly posted under the provisions of this section, and having thereafter been restored to the full privileges of membership, shall be debarred from incurring any further indebtedness to the Club without the consent of the Committee; provided, however, that with respect to the "I. O. U.'s" of members, same shall be redeemed and paid on or before the 10th day of the month immediately following the giving thereof, and in default of such payment, the right to post under this section shall be enforceable with the aforesaid consequences, without the requirement that there be any further or other default; and provided also that the Committee may at their discretion order a member or temporary subscriber to be posted forthwith who issues a cheque to the Club which, upon presentation, is not duly honored. When any member or temporary subscriber becomes liable to be posted for any sum whatever, it shall be the duty of the Committee to post him for all moneys then owing by him to the Club.

23. Any person posted as being indebted to the Club shall not be entitled to propose or second, or to continue as the proposer or seconder, of any candidate, nor to introduce any stranger under Section 25, or to incur any further liability to the Club, other than subscriptions.

GENERAL CONDUCT.

24. In case the conduct of any member, either in or out of the Club House, shall, in the opinion of the Committee, be injurious to the welfare or interests of the Club, the Committee shall be empowered to recommend such member to resign; provided, that no such recommendation shall be sent to any member unless the same shall have been agreed to by two-thirds of the members of the whole Committee, at a meeting of the Committee summoned for that purpose. And if such member does not resign within the space of one week from the notification of such recommendation of the Committee, it shall be the duty of the Committee to suspend him; provided, also, that if the Committee-men present at such meeting are unanimously of the opinion that the offence of such member is of so grave a character as in the interest of the Club to warrant his immediate expulsion, the Committee at such meeting are hereby empowered forthwith to suspend him from the use of the Club. All suspensions shall be final unless twenty ordinary members of the Club shall, within twenty-one days, demand an extraordinary general meeting to take the conduct of the offending member into consideration, and immediately on the close of such meeting a ballot for the restoration of the suspended member shall take place and be kept open for two hours. One black ball in five shall exclude.

25. Any ordinary or non-resident member may introduce, without any ballot or payment, any stranger as visitor, if resident more than twenty miles from Victoria, for any number of days not exceeding thirty in

each year. A register of the number of days for which a visitor is introduced shall be kept by the Secretary of the Club, and the introduced member shall be notified accordingly. All unpaid expenses incurred by the guest to be defrayed by the introducer.

26. Saturday in each week shall be Guest Day, upon which day any member of the Club shall be entitled to invite and entertain any gentleman friend or friends as guests (whether residents of the City of Victoria or not), subject to the following rules:

(1) The member inviting or entertaining any guests shall be liable for all expenses incurred by his guest for meals, billiards and other privileges of the Club enjoyed by his guests.

(2) Each inviting member shall be responsible for the conduct and good behavior of his guests whilst such guests are enjoying the privileges of the Club, and the inviting member shall be subject to the same penalties for and in respect of the misconduct and misbehavior of any guest of his as are applicable to his own behavior and misconduct as a member of the Club.

NOTICES.

27. Any notices required by these By-Laws to be given to any member shall be given by posting same in the General Post Office, addressed to such member's address as the same shall appear in the records of the Club, and such notice shall be deemed to have been given twenty-four hours after such posting.

AFFILIATION.

28. The Committee may make arrangements whereby the Club may become affiliated with such other clubs and upon such terms as to the Committee shall seem advisable.

HOUSE RULES

1. The Club shall be closed on Sundays at 2 A. M. and 12 P. M., and on all other days at 1 A. M.
2. No letter or communication for any newspaper shall be dated from the Club, nor shall the address of the Club be used for any advertisement.
3. No notice or advertisement shall be posted up or published in the Club, except such as are countersigned by the Secretary and sanctioned by the Committee.
4. No member is to chide or in any way find fault with a servant, but shall, if he thinks fit, report him to the Committee, who shall deal with the case and announce the result.
5. No member shall give any gratuity whatsoever to any servant. The receipt of any gratuity shall render the servant liable to immediate dismissal without notice, and with forfeiture of any wages then due.
6. Any member breaking or injuring any article shall replace or pay the cost thereof to the Club.
7. No member shall, under any pretext, remove from the Club premises any book, paper or other article belonging to the Club,

except in accordance with the house rules which the Committee are hereby authorized to make for such purpose if they shall think fit.

8. No one but a privileged ordinary or temporary member or visitor within Sections 25 and 26 shall on any pretext be admitted into the Club rooms or supplied with any refreshments, or allowed to use or enjoy any of the privileges of the Club except in a room set apart as a visitors' room. If any member shall procure the admission of any stranger contrary to the above rule, the Steward or other servants are strictly ordered to draw the attention of such member to this rule, and to report the same forthwith to the Secretary or to one of the Committee. Should a member infringe this rule a second time, he shall, in the discretion of the Committee, be liable to expulsion from the Club.

9. No member being in arrear of any payment to the Club shall be allowed to retire from membership without the sanction of the Committee.

10. No member shall be allowed to incur a liability exceeding the sum of five dollars (\$5.00) without the consent of the Committee.

11. No dogs shall be admitted to any part of the premises.

12. No liquors or refreshments of any description are to be served to members in the reading room. Smoking requirements may be served in any part of the Club, except as provided in Rule 13.

13. No smoking allowed in the dining room at lunch time until 2 P. M.

14. Strangers calling to see members must be shown into the strangers' room, and an attendant must then see if the gentleman required be in the Club, and notify him accordingly.

15. No cheques shall be cashed by the steward or any other servant of the Club.

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PROVINCIAL ARCHIVES OF B. C.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document also highlights the need for regular reconciliation of bank statements and the company's records to identify any discrepancies early on.

In addition, the document provides guidelines on how to handle cash transactions. It stresses the importance of having a clear system for recording cash receipts and payments, and ensuring that all cash is properly accounted for. The document also discusses the use of receipts and invoices as supporting documentation for all transactions.

Finally, the document touches upon the importance of keeping records for a sufficient period of time. It notes that records should be retained for at least seven years, as required by law, to facilitate audits and provide a clear history of the company's financial performance.

