SISTERS IN CRIME, INC.

Canada West Bylaws

Effective December 12, 2025

ARTICLE I

Name and Seal:

Section 1. The name of this chapter shall be Canada West. Its principal location shall be Provinces and Territories of Western Canada. Its seal shall be a design adopted by its Executive Committee, as approved by Sisters in Crime, Inc., the international organization located at 550M Ritchie Highway, #271 Severna Park, Maryland, USA 21146, ("SinC" hereafter).

ARTICLE II

Vision, Mission and Core Values

Vision: SinC sets standards for itself, its members, and the crime writing community. Through advocacy, programming, and leadership, SinC empowers and supports all crime writers regardless of genre or position on their career trajectory.

Mission: SinC was founded in 1986 to promote the ongoing advancement, recognition and professional development of women crime writers.

Core Values: SinC's core values are intrinsic to our organization's identity and are reflected in every decision, action, program, and communication we undertake.

SinC's core values are:

> **Advocacy:** Championing our mission, vision, and members.
>
> **Equity:** Ensuring fair and just practices and policies that enable all community members to thrive, participate, and succeed.
>
> **Inclusion:** Actively, intentionally, and continually creating an environment where every member of our community is valued, respected, and has a sense of belonging.
>
> **Community:** Fostering a community where differences are valued, everyone feels accepted and free to express their authentic selves, and individual needs are acknowledged and respected. Our community embraces everyone, regardless of gender identity, sexual orientation, race, age, religion, disability, neurodiversity, national origin, citizenship, socioeconomic status, educational background, publishing path, or chosen genre.

ARTICLE III

Membership: Membership is open to all persons worldwide who have an interest in crime and mystery writing and in furthering the purposes of SinC, as defined in Article II.

Section 1. PROFESSIONAL Membership. A PROFESSIONAL member is a paid-up member of both SinC and Canada West who is one of the following: an author pursuing a career in crime and mystery writing, a bookseller, a publisher, a librarian, an editor, or an individual who has a business interest in promoting the purposes of SinC as defined in Article II.

Section 2. ACTIVE Membership. An ACTIVE member is a paid-up member of both SinC and Canada West who does not have a business interest in promoting the purposes of SinC. This includes, but is not limited to, fans and readers.

Section 3. HONORARY Membership. An HONORARY member is a person who is elected as such by a two-thirds majority vote of the chapter membership. No dues at the chapter level are required; however, the individual must be a continuing member in good standing of SinC Specifically, this honorary membership does not extend to SinC membership. SinC dues must still be paid.

Section 4. YOUTH Membership: A YOUTH member is aged 18-25. After a YOUTH member turns 25, said member will be renewed into a PROFESSIONAL membership. YOUTH members have all of the rights and responsibilities of PROFESSIONAL members.

Section 5 EXPANSION OF MEMBERSHIP CATEGORIES. Additional or amended categories of membership may be added by a majority vote of the Chapter Executive Committee. Specifically, any membership does not extend to SinC membership. SinC dues must still be paid.

ARTICLE IV

General Management:

Section 1. The general management, control, and direction of the affairs, funds, and property of Canada West shall be vested in the chapter's "Executive Committee."

Section 2. No part of the net earnings of Canada West shall inure to the benefit of any member, director, or officer of the organization, or to any private individual. Reasonable compensation may be paid for services rendered to, or for, Canada West (subject to the provisions of Article VI).

Section 3. If there is a cash surplus at the end of the fiscal year, it shall be retained in the treasury of Canada West to be used to further the purposes of the organization.

Section 4. No part of the activities of Canada West shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The chapter shall not participate or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution of statements) except as authorized under the Income Tax Act of Canada, except as authorized or other country restrictions, as amended.

Section 5. Canada West will obtain approval for logos, anthologies, chapter name changes, and by-law changes from SinC before moving forward with such logos, anthologies, name changes, and by-law changes.

ARTICLE V

Officers (the "Executive Committee"):

Section 1. The officers of Canada West shall be, at minimum, a President, a Vice President, a Secretary, and a Treasurer. They shall be Professional or Active members of both SinC and Canada West. These officers shall constitute the Executive Committee. The Secretary and Treasurer may be elected or appointed as meets the needs of the chapter.

Chapters shall make every effort to limit the terms of the President and Vice President positions to no more than two continuous years; however, if an electronic polling of the membership reveals no new candidates for these roles, a chapter may exceed the two-year rule. Any chapter with the same member serving in the President and/or Vice President role for more than four years shall seek approval from the SinC Board.

In the event that a decision needs to be made quickly without time to poll the general membership, the Executive Committee may make that decision. Votes, which may be collected by email, shall be tabulated and recorded by the Secretary or other designated member if an election includes the incumbent secretary.

Section 2. The President shall preside at (or delegate a representative to) all membership meetings and call and preside at all meetings of the Executive Committee. The President sets goals and responsibilities, serves as an ad hoc member of any standing committees, polls members on major decisions, keeps members informed, serves as group spokesperson, acts as liaison with other SinC chapters or related organizations, plans special events, and performs such other duties as the Executive Committee may determine.

Section 3. The Vice President shall substitute for the responsibilities detailed in Section 2 if the President is unable to fulfill said responsibilities, attend Executive Committee meetings, and may act as chairperson for a special event.

Section 4. The Secretary shall take minutes at all general membership and Executive Committee meetings, handle correspondence in coordination with the President, and perform other duties as directed by the Executive Committee. The Secretary and/or the Membership Chair, as designated by the chapter, shall be responsible for maintaining the chapter's membership list on the SinC website

Section 5. The Treasurer shall be responsible for all financial matters of Canada West, including the collection of dues and other income and payment of expenses, maintaining bank account(s), keeping accurate financial accounts, handling Canada Revenue Agency filings, and preparing and submitting a financial statement whenever requested by the Executive Committee or general membership. The Treasurer, or any person designated by the Executive Committee, may make disbursements from the treasury as authorized by a majority vote of the Executive Committee and/or general membership.

Section 6. Should there be a vacancy in the Presidency at any time, the Vice President shall succeed to the Presidency and shall serve until the next annual election. Any other vacancy of an office shall be filled by a vote of the Executive Committee. The successor shall hold office until the next annual election.

Section 7. None of the officers of Canada West or any other members of the Executive Committee will receive a salary or compensation for services rendered except for reasonable reimbursement of expenses incurred with their service on behalf of the chapter.

Section 8. EXPULSION OF OFFICERS. Officers can be impeached locally for dereliction of duty or malfeasance by a majority vote of the general membership.

If it is alleged that the officer is in violation of the SinC Code of Conduct, please use the SinC procedures for reporting beginning with filling out the form at https://www.sistersincrime.org/page/CoCComplaints. In respect to an alleged violation of the SinC Code of Conduct, the process shall follow the SinC guidelines. The investigation and all communications related to the investigation, including all communications with witnesses related to same, shall remain in strict confidence and shall not be disclosed to anyone other than the SinC Disciplinary Committee members and/or legal representatives involved in the investigation, except where disclosure is required under appropriate legal process. The Disciplinary Committee members and all witnesses associated with the investigation shall execute a Confidentiality Agreement related to the investigation in a form similar to the one attached hereto.

For local dereliction of duty or malfeasance, a general membership vote can be taken in person or by proxy at a regularly scheduled or special meeting, provided that at least 10 days' notice of the matter under consideration has been sent to the membership. The expulsion process includes the following steps:

- Notification: The officer will be notified in writing of the local dereliction of duty or malfeasance charge(s) and by whom the charges were made. A copy of the charge(s) will also be filed with the Executive Committee.
- Investigation: A committee of members, none of whom are on the Executive Committee, chaired, if possible, by a former president or other officer of Canada West, will investigate the charges. This committee will be selected by a majority vote of the Executive Committee.
- Hearing: If the investigation committee finds merit in the charge by a majority vote, a hearing will be held. The hearing will be conducted in a manner that allows the accused officer(s) ample opportunity to present a defense.
- Recommendation: If the investigating committee recommends expulsion by a two-thirds vote, notification of the call for expulsion will be sent to all members, along with a statement summarizing the investigating committee's recommendations.
- Final Vote: The membership will vote on the impeachment of the officer(s) at the next membership meeting, after a full and open hearing of both sides.

ARTICLE VI

Committees:

Section 1. Standing Committees shall be established by the Executive Committee as needed. Chairs of the Standing Committees shall be appointed by the Executive Committee from the membership. Chairs shall serve at the pleasure of the Executive Committee. They must be Professional or Active members of the organization.

Standing committees and their chairs may include:

1) Membership Committee: This committee is responsible for keeping a computerized spreadsheet or list of all members or maintaining a member management system.
    a) Duties may include ensuring the payment of annual chapter dues, updating current contact information, and confirming membership in SinC. A Membership Committee member or the Secretary, as designated by the chapter, shall maintain the chapter's group listing on the SinC website.
2) Communications Committee: This committee submits chapter news to the SinC newsletter, writes a chapter newsletter on an ad hoc basis if desired, conducts media outreach and/or responds to

media inquiries, keeps a record of member authors' published work, updates information on the chapter website, maintains chapter information on social media websites, assists with advertising chapter meetings, and maintains the chapter website. This committee also works in conjunction with the chapter's Executive Committee to plan the chapter's program meetings, workshops, and speaker or author-support at book signing events.

Section 2. Ad Hoc and Pro Tem Committees shall be appointed by the President and/or Executive Committee as needed.

ARTICLE VII

Meetings:

Section 1. Canada West shall meet at a designated location or online on a schedule as determined by the Executive Committee. Meetings shall be conducted in accordance with the parliamentary procedure prescribed by the current edition of Robert's Rules of Order or by any other generally accepted procedure agreed upon by the Executive Committee and announced to the members.

Section 2. Executive Committee meetings may be held when and where the Executive Committee determines, either in person, by proxy, or by conference call or other media access. A quorum of at least three-fourths of the Committee members must be present.

ARTICLE VIII

Elections and Nominations:

Section 1. Officer election will take place at a specifically designated time each year. Although SinC holds elections in August for a board turnover of October 1, Canada West will conduct its election in November and change chapter governance by installing new officers in January, which is within 60 days of the vote. The vote can be conducted by secret ballot, by a show of hands, or by electronic voting. The votes will be tabulated by someone who is not up for election. Only Professional or Active members who are in good standing may vote. In the event of a tie, a run-off election will be held.

Section 2. Nominations may be made by general members. There are two ways to gather candidates:

1. Candidates can be suggested to the Executive Committee, which will prepare a slate of nominees.
2. A nominating committee, which includes board members and chapter members, can be formed to recruit nominees. It is suggested that if there is a President-Elect, that individual chair the committee. Otherwise, the chapter should designate a chairperson.

The deadline for submitting nominees is one week before the meeting in the month when elections are held.

ARTICLE IX

Dues:

Section 1. Every member shall pay chapter dues annually. The amount of chapter dues is determined by the Executive Committee. If a member joins in the tenth calendar month or later, dues will also cover the following year. Lifetime members of Canada West do not pay dues to Canada West; however, Lifetime members of Canada West must still pay SinC dues. Lifetime members of SinC need to pay chapter dues.

Section 2. The Executive Committee may propose an increase in chapter dues. This proposal shall be voted on by a simple majority of the members present, voting at a regularly scheduled or special meeting. At least 10 days' notice of the proposed increase must be sent to all members before the meeting.

Section 3. Members of Canada West are also required to be members of SinC. SinC's organizational dues are collected directly by SinC. Collection of these dues is not the responsibility of the chapter, but the chapter is responsible for confirming that SinC dues have been paid before an individual can be deemed a member of Canada West.

ARTICLE X

Discipline:

Section 1. NON-PAYMENT OF DUES. Chapter membership may be terminated if SinC dues have not been paid as required OR if chapter dues have not been paid within 90 days after the chapter payment is due.

Section 2. MISCONDUCT. "Misconduct" is defined as conduct inimical or harmful to the purposes and/or good repute of SinC. If a person is believed to be in violation of the SinC Code of Conduct, please use the SinC procedures for reporting beginning with filling out the form at https://www.sistersincrime.org/page/CoCComplaints. In respect to an alleged violation of the SinC Code of Conduct, the process shall follow the SinC guidelines. The investigation and all communications related to the investigation, including all communications with witnesses related to same, shall remain in strict confidence and shall not be disclosed to anyone other than the SinC Disciplinary Committee members and/or legal representatives involved in the investigation, except where disclosure is required under appropriate legal process. The Disciplinary Committee members and all witnesses associated with the investigation shall execute a Confidentiality Agreement related to the investigation in a form similar to the one attached hereto.

If it is believed that the misconduct does not rise to the level of a Code of Conduct violation, the chapter should reach out to the Community Support Group through the SinC Chapter Liaisons and/or the SinC Executive Director for support and guidance in line with SinC's procedures.

ARTICLE XI

Bylaws and Amendments:

Section 1. These bylaws shall constitute the bylaws pro tem of Canada West upon approval by the Executive Committee and shall continue as bylaws pro tem until amended and/or approved by a majority of the Professional or Active membership at a regular meeting or by electronic voting. Bylaws shall be distributed to the members of Canada West thirty (30) days prior to a chapter meeting, accompanied by an announcement that a vote on the bylaws will take place at that meeting. Approval of the bylaws require an affirmative vote of a majority of the members participating in the vote.

Section 2. Proposals to amend the bylaws must be authorized by the Executive Committee or be presented to the Secretary over the signature of 20 percent of the membership. To be effective, an amendment to the bylaws must be distributed to all members and follow the voting approval process outlined above. The amended bylaws must be sent to SinC for approval.

ARTICLE XII

A. Dissolution:

Section 1. Canada West will be dissolved only after such a Dissolution Proposal has been accepted by two-thirds of the Executive Committee and notice has been distributed to SinC. Voting on the Dissolution Proposal by the members shall take place at a monthly meeting or at a special meeting called by the Executive Committee. Such voting shall be done by the members in person, electronically, or by proxy. Approval to dissolve the chapter requires a two-thirds affirmative vote by the members who participate in the voting.

Section 2. Upon dissolution of Canada West, its property and assets shall be distributed within ninety (90) days, as follows:

- All liabilities and obligations of the chapter shall be paid, satisfied, and discharged, or adequate provision made hereafter.
- Assets held by the chapter requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.
- Any remaining assets, upon final approval by SinC, shall be donated to a Canadian non-profit organization with similar goals and values, to be determined by a majority vote of the Executive Committee.

Section 3. Information about the dissolution of the chapter will be posted to the chapter's website and will include the redirection of interested parties to the contact information available on the SinC website or to nearby chapters.

Section 4. If a chapter is not in compliance with SinC regulations (e.g., having not filled out the annual chapter survey, maintained communication with SinC through email or other direct communications, nor met the minimum standards of being a chapter in good standing as per the SinC Chapter Handbook), SinC may revoke their chapter charter. If that happens, the chapter, through its members and/or Executive Committee, has thirty days to appeal the decision.

B. Divestiture:

Section 1. Canada West may divest itself of affiliation with SinC, and retain its status as an Independent Successor Organization, only after such a proposal has been accepted by two-thirds of the Executive Committee and notice has been distributed to the membership and to the SinC organization. Voting on the proposal shall take place at a monthly meeting or at a special meeting called by the Executive Committee. Such voting shall be done by the members in person, electronically, or by proxy. Approval to divest the chapter from SinC requires a two-thirds affirmative vote by the members who participate in the voting.

Section 2. Upon divestiture of Canada West from SinC, Canada West's property and assets shall be managed within ninety (90) days as follows:

- Canada West shall establish itself as a nonprofit Independent Successor Organization, and may use the name "Canada West" (without reference to SinC) if it so chooses.
- All liabilities and obligations of the SinC chapter shall be paid, satisfied, and discharged, and/or transferred to the newly formed Independent Successor Organization.

- Assets held by the chapter requiring return, transfer, or conveyance to SinC, which condition occurs by reason of the divestiture, shall be returned, transferred, or conveyed in accordance with such requirements.
- All financial accounts, publishing accounts, ISBN numbers, and the like shall be modified to remove reference to SinC.
- All remaining assets in any form, including (but not limited to) cash, securities, deposits, anthology content, tangible and intangible property, and intellectual property, shall be retained by the Independent Successor Organization to fund their ongoing operations as they deem appropriate.
- Upon divestiture, the Charter shall be surrendered to SinC, and Canada West will remove any and all URLs, logos, links, or references to SinC in the Independent Successor Organization's materials, website, etc.

ARTICLE XIII

Rules of Procedure and Parliamentary Authority:

Section 1. Any policies or procedures not contrary to law or to these bylaws may be approved or amended by a majority vote of the Executive Committee. A record of such policies and procedures will be kept by the Secretary or the Secretary's designee. Notification of policy or procedural changes will be sent to members in the next regular mailing, announced at the next regular meeting, or published in the chapter's newsletter.

Section 2. All meetings of Canada West and its Executive Committee will be conducted in accordance with the parliamentary procedures described in the current edition of Robert's Rules of Order, or by another generally accepted procedure agreed upon by the Executive Committee and announced to the members.

ARTICLE IX

Repeal of Prior Bylaws

These Bylaws constitute the entire Bylaws of Canada West. All previous Bylaws or constitutional provisions adopted by the chapter are hereby repealed.

ADOPTED THIS 12th DAY OF December, 2025, by:

_____	_____	_____
Pamela Donison **President, Canada West**	**Roxanne Dunn** **Vice President, Canada West**	**Mirjam Dikken** **Treasurer, Canada West**

NOTE: This Agreement may be executed in counterparts, each of which shall be deemed an original for all purposes, including judicial proof of the terms hereof, and all of which together shall constitute and be deemed one and the same agreement.

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CONFIDENTIALITY AGREEMENT ATTESTATION

I, _____, hereby attest to my understanding that all information, communication and/or documentation obtained in the course of the investigation of _____ shall be considered STRICTLY CONFIDENTIAL. I further agree I shall not disclose, distribute or discuss to/with anyone other than the _____ Committee members and/or legal representatives specifically involved in the investigation, or as required by a Court or other appropriate legal process, any information, communication and/or documentation provided, received and/or otherwise associated with the investigation.

I further agree and attest to my understanding that in the event that I fail to abide by the terms of this Confidentiality Agreement, that such disclosure would be, in and of itself, a material and serious violation of the Code of Conduct and that I may be subject to disciplinary action by Sisters in Crime, Inc. for such improper disclosure.

SIGNED this _____ day of _____, 20___.

Signature: _____

Printed Name: _____

Address: _____

_____

_____