



What You Need to Know: The BC *Societies Act*

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September 2017

Timeline/Overview

- Proclamation was on November 28, 2016.
- Two year transition period ends Nov. 28, 2018.
 - *Transition = cutting and pasting of constitution and bylaws to new electronic system*
- All societies should:
 - complete their “transition application” and/or
 - make any constitution & bylaw changes in time for their AGM for fiscal year 2017 (*takes place in 2018*).

Key Changes: Transition Applications

- The transition process comes with a **new application**.
- Find links to the **BC registry Transition Guide** and the **Filing Guide** on the Home page of lawfornonprofits.ca
- Or on the BC government website at:
http://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/permits-licences-and-registration/registries-guides/inst_01_soc_-_transition_application_filing_guide.pdf
- Or, here's a short code: <http://bit.ly/2xxuOhZ>

Transition Application: Links on lawfornonprofits.ca

LAW FOR NONPROFITS

[NEW EVENTS](#) [HOME](#) [SERVICES](#) [TOOLS](#) [ABOUT](#) [CONTACT US](#)

Societies Act Transition • Deadline Nov 2018

CALENDAR OF EVENTS

TRANSITION PROCESS

The new Societies Act came into effect on **Nov. 28, 2016**. BC Registry has prepared two Guides for the Transition: 'Preparing for B.C.'s New Societies Act: A Guide to the Transition Process', and 'Filing Guide: How to file a Transition Application in Societies Online'

NEW SOCIETIES

There are more than 27,000 societies in British Columbia. All of these societies must "transition" to BC's new Societies Act in the two years following its passage on **November 2018**.

TRANSITION HUBS

Law for Nonprofits and Outreach has worked with and community partners to create **Transition Hubs** to support non-profit societies. Does your society need to register with one of these hubs?

[LEARN MORE](#)

TRANSITION GUIDE

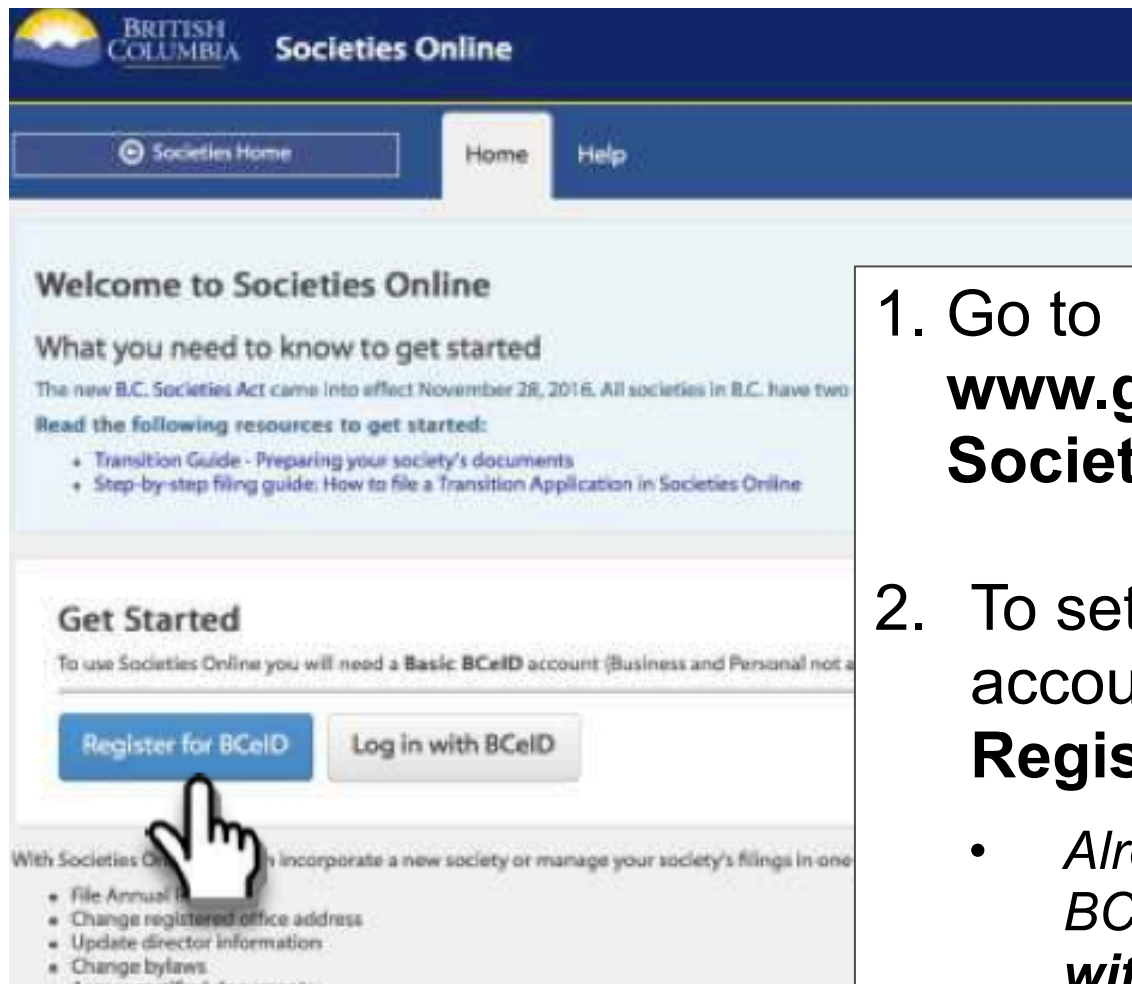
APPLICATION FILING GUIDE

- [Introduction](#)
- [FAQs](#)
- [Transition](#)
- [Constitution](#)
- [Schedule B Bylaws](#)
- [New Model Bylaws](#)
- [Membership](#)
- [Directors](#)
- [Directors At Meetings](#)
- [Directors And Officers](#)
- [Proceedings Of Directors](#)
- [Duties Of Officers](#)
- [Seal](#)

- [Borrowing](#)
- [Auditor](#)
- [Notice To Members](#)
- [Record-Keeping](#)
- [Member-Funded Societies](#)
- [Miscellaneous](#)



Filing a Transition Application



1. Go to **www.gov.bc.ca/SocietiesOnline**
2. To set up a free account, click **Register for BCeID**
 - *Already have a BCeID? Click **Log in with BCeID***

Filing a Transition Application (cont.)

The screenshot shows the 'Societies Online' interface for British Columbia. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile for 'Joe Smith | Log Out'. Below the navigation bar, a greeting reads 'Hello Joe! How would you like to begin?'. There are two main columns of options. The left column contains two buttons: 'Access an Existing Society' and 'Incorporate a New Society'. A hand cursor is pointing at the 'Access an Existing Society' button. The right column contains text for 'For societies already incorporated in B.C.' and 'Two steps to incorporation', with a link to 'read more about incorporation'. Below these are 'Other Options' including 'Register a Non-share Corporation', 'Restore a Dissolved Society', 'Amalgamation', and 'Continuation into B.C.', each with a corresponding 'read more' link.

BRITISH COLUMBIA Societies Online

Home Help

Joe Smith | Log Out

Hello Joe! How would you like to begin?

Access an Existing Society

Incorporate a New Society

For societies already incorporated in B.C.

- Transition to the new Act - File an Annual Report - Change Directors or other information

Two steps to incorporation

Step 1: Request a Name

- You must have an approved name

Step 2: Complete the incorporation application

[read more about incorporation.](#)

Other Options

Register a Non-share Corporation

[Read more about registration.](#)

Restore a Dissolved Society

[Read more about restorations.](#)

Amalgamation

[Read more about amalgamation.](#)

Continuation into B.C.

[Read more about continuation.](#)

3. Click **Access an Existing Society.**

Filing a Transition Application (cont.)

The screenshot shows the 'Societies Online' interface. At the top left is the 'BRITISH COLUMBIA Societies Online' logo. At the top right, it says 'Joe Smith | Log Out'. Below the header is a 'Back to Home' button. The main content area is titled 'Find the Society you want to access' with a 'Cancel' link. Below this, it says 'You can search by name, incorporation/registration number, or business number'. A search input field contains 'S1000173' and a 'Lookup' button. A hand cursor points to the 'Lookup' button. Below the search results, it shows 'ABC SOCIETY OF BC (S1000173)'. Underneath, it says 'To access this society enter the Registry Key:' followed by an empty input field and a 'Show Key' link. A 'Continue' button is at the bottom left, with a hand cursor pointing to it. At the very bottom, there is a small line of text: 'The [unclear] is required to access and maintain your society or extrap[unclear] Applic[unclear]'

4. Enter your **Society's Incorporation Number or Name.**
5. Click **Lookup.**
6. Enter the **Registry Key** for your society.
7. Click **Continue.**

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online

Society's Dashboard

[Back to Home](#) | **Dashboard** | [Filing History](#) | [Manage Site Access](#) | [Payment Methods](#) | [Help](#)

ABC SOCIETY OF BC

Incorporation Number: **51000173**
Business Number: **79314 2753 BC0002**
Status: **ACTIVE**

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$50.00

[More Options](#)

To Do List (1 Item)

- Transition your Society to the new B.C. Societies Act [Read the Transition Guide](#)

Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)

Delivery Address 88888 OAKMOUNT RD VICTORIA BC V8P 1M4	Mailing Address 999999 REYNOLDS RD VICTORIA BC V8P 2K8
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Society's Email Address [Why is an Email Address requested?](#) [Edit](#)

Primary Email lucasonel@gmail.com	Alternate Email
---	------------------------

Society's Directors

Betty Marie Black 666666 GEORGE CRT WEST KELOWNA BC V4T 2K4	Charlin 444444 WEST V
Johnny Joseph James 555555 64TH AVE West VANCOUVER BC V6P 2L4	Samm 234234 VICTOR

Next, you will be on your society's **Dashboard**.

- See all the information about the society, as well as
- submit filings to the Corporate Registry.

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online

Society's Dashboard

Back to Home | Dashboard | Filing History | Manage Site Access | Payment Methods | Help

ABC SOCIETY OF BC

Incorporation Number: 51000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$50.00

Go to your Home to:

- Manage a different Extraprovincial Non-share Corporation or Society
- Create a new Extraprovincial Non-share Corporation or Society

To Do List (1 item)

- Transition your Society to the new B.C. Societies Act [Read the Transition Guide](#)
- Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)
- Delivery Address [Mailing Address](#)
- Society's Em [Primary Em](#)
- Society's Directors [File a Change \(\\$15.00\)](#) [Who can be a director?](#)


Betty Marie Black
666666 GEORGE CRT
WEST KELOWNA BC V4T 2K4

Charlie C Chase
444444 9TH ST
WEST VANCOUVER BC V7T 2K6

Jason Joseph Jacks
111111 CEDAR HILL CROSS RD
VICTORIA BC V8P 2M4

8. Click the + to open the **Transition Application** task from the **To Do** list. The list of tasks can be complete in any order.

Filing a Transition Application (cont.)

 Before you can complete the Transition Application, all overdue Annual Reports must be filed and your directors and registered office address must be up to date. Note: you can update your directors and registered address information as part of an Annual Report filing to reflect changes made at an Annual General Meeting; otherwise, a Notice of Change of Directors or Notice of Change of Address of Registered Office filing is required.

Simply put:

- All overdue Annual Reports filed
- Directors and registered office address up to date. Can be done
 - as part of an Annual Report filing of changes at AGM
- Or file
 - A Notice of Change of Directors or
 - A Notice of Change of Address of Registered Office

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard Filing History Manage Site Access Payment Methods Help

ABC SOCIETY OF BC

Incorporation Number: **51000173**
Business Number: **79314 2753 BC0002**
Status: **ACTIVE**

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$50.00
More Options	

To Do List 1 Item

Transition your Society to the new B.C. Societies Act

Societies must complete the Transition Application by November 28, 2018.
All **overdue Annual Reports must be filed** prior to completing the Transition Application.

[Read the Transition Guide](#)
[About the Transition Application](#)
[Do I need a transition package?](#)

The tasks below can be completed in any order

Enter Your Society's Constitution
Upload Your Society's Bylaws
Confirm Registered Office Address & Directors
Submit

9. Click Enter your Society's Constitution.

Filing a Transition Application (cont.)

10. Enter the society's **existing purposes, word for word, as they are currently filed with the Registry.**

Purposes cannot be changed as part of the transition process. Ensure that any additional provisions (including unalterable clauses) are moved to the society's bylaws.

11. Indicate if your society qualifies and wants to become a Member-funded society.

12. Click **Save as Complete.**

Filing a Transition Application (cont.)

Enter Constitution | Transition Application

The name of the Society is:
ALIENS ARE HERE SOCIETY

⚠ Enter purposes as they are currently filed with the Registry. Purposes cannot be changed as part of the transition process. Any provisions of the existing constitution other than name and purposes must be relocated to the society's bylaws.

The purposes of the society are:

(Rich text editor with icons for undo, redo, bold, italic, underline, list, and link)

⚠ Does your society qualify and want to become a Member-funded Society? Read the [definition of Member-funded Society](#) before you make a choice. If a mistake is made, your society will need to file a Constitution Alteration (\$50.00 fee).

Yes
 No
 Not sure? [Learn more about Member-funded Societies.](#)

What should I include from the constitution?

Save as Complete | **Save as Draft** | **Cancel**

Your name is entered for you

Do not enter your name into the purposes

You may wish to seek legal advice if you are unsure whether your society should be a Member-funded society.

If your society wishes to become a Member-funded society after it has transitioned, a court order will be required.


Please refer to the [Transition Guide](#) for more information

Filing a Transition Application (cont.)

The screenshot shows the 'Societies Online' dashboard for 'ABC SOCIETY OF BC'. The user is logged in as 'Joe Smith'. The dashboard includes a navigation menu with options like 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. On the left, there is a sidebar with the society's details: Incorporation Number 51000173, Business Number 79314 2753 BC0002, and Status ACTIVE. Below this is a list of services with prices: Annual Report (\$40.00), Change of Directors (\$15.00), Change of Address (\$15.00), and Change to Bylaws (\$50.00). The main content area features a 'To Do List' with one item: 'Transition your Society to the new B.C. Societies Act'. It includes instructions and links for 'Read the Transition Guide', 'About the Transition Application', and 'Do I need a transition package?'. A sequence of tasks is shown: 'View Your Society's Constitution' (completed), 'Upload Your Society's Bylaws' (highlighted with a mouse cursor), 'Confirm Registered Office Address & Directors', and 'Submit'. A 'View Draft Constitution' link is also visible.

14. Now, click **Upload your Society's Bylaws.**

Filing a Transition Application (cont.)

 **BRITISH COLUMBIA Societies Online** Joe Smith | Log Out

ABC SOCIETY OF BC (S1000173)

Upload Bylaws | Transition Application

IMPORTANT:
Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry).
Include in your bylaws any unalterable clauses that were moved from your Society's Constitutions.

Our society is amending its Bylaws on Transition.

Upload a complete set of bylaws

Use Word or one of these file formats:

- .doc
- .docx
- .wpd
- .txt
- .rtf
- .pdf

15. Click **Upload a complete set of bylaws.**

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

ABC SOCIETY OF BC (S1000173)

Upload Bylaws | Transition Application

IMPORTANT:
Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry).
Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.

Our society is amending its Bylaws on Transition.

Date Special Resolution was passed:
2016-11-01

Success! Your bylaws have been uploaded and converted to a PDF.
Keep a copy of the file you uploaded so you can use it to make future changes.

Bylaw:
Your bylaw document is available here as PDF [Delete](#)
(original name: ABC Bylaws.docx)

What are the Bylaw Requirements?
 Accepted file formats

Save as Complete Cancel

1. Only tick the checkbox if your society is amending its Bylaws on Transition. (Unalterable clauses cannot be amended at this time.)
2. Enter the date that the Special Resolution was passed to authorize the change to the bylaw(s).

16. Click **Save as Complete**.

Filing a Transition Application (cont.)


For best results, save/convert your bylaws to a PDF* file.

In some instances, the numbering of your bylaws may change if you use other formats.

Accepted file formats are: .pdf, .doc, .docx, wpd, .txt, .rtf

**portable document format*

Filing a Transition Application (cont.)


 **Societies Online** Joe Smith | Log Out

ABC SOCIETY OF BC (S1000173)


Upload Bylaws | Transition Application

IMPORTANT:
Upload a complete set of bylaws (containing the original bylaws and any alterations to those bylaws passed by special resolution and filed with the Corporate Registry).
Include in your bylaws any unalterable clauses that were moved from your Society's Constitution.


Our society is amending its Bylaws on Transition.

Date Special Resolution was passed:
 

Success! Your bylaws have been uploaded and converted to a PDF.
Keep a copy of the File you uploaded so you can use it to make future changes.

Bylaw:
Your bylaw document is available here as PDF 
(original name: ABC Bylaws.docx)

What are the Bylaw Requirements?
 Accepted file formats



1. Only tick the checkbox if your society is amending its Bylaws on Transition. (Unalterable clauses cannot be amended at this time.)
2. Enter the date that the Special Resolution was passed to authorize the change to the bylaw(s).

Filing a Transition Application (cont.)

17. Click **Confirm Registered Office Address & Directors**.


The screenshot shows the 'ABC SOCIETY OF BC (S1000173)' page on the 'Societies Online' portal. The user is logged in as 'Joe Smith'. The page title is 'Confirm Registered Office Address & Directors | Transition Application'. The form is divided into several sections:

- Registered Office Address:** Contains 'Delivery Address' (88888 OAKMOUNT RD, VICTORIA BC V8P 1M4) and 'Mailing Address' (99999 REYNOLDS RD, VICTORIA BC V8P 2K8). There are two help links: 'How do I change the Registered Office Address?' and 'How do I change Director information?'.
- Society's Email Address:** Includes a 'Primary Email Address' field with 'abc@gmail.com' and a dropdown arrow, and an 'Alternate Email Address' field.
- Directors:** Lists five directors with their names and addresses:
 - Betty Marie Black: 66666 GEORGE CRT, WEST KELOWNA BC V4T 2K4
 - Charlie C Chase: 44444 9TH ST, WEST VANCOUVER BC V7T 2K6
 - Jason Joseph Jacks: 11111 CEDAR HILL CRD, VICTORIA BC V8P 2M4
 - Johnny Joseph James: 55555 64TH AVE W, VANCOUVER BC V6P 2L4
 - Sammy Smith: 234234 MONTROSE AVE, VICTORIA BC V8T 2K4

At the bottom, there are two buttons: 'Save as Complete' (highlighted in blue) and 'Cancel'. A mouse cursor is pointing at the 'Save as Complete' button.

18. **Review** your Registered Office and Directors information.
Update the society's email address, if required.

Filing a Transition Application (cont.)

 **If you need to update your directors or registered office address, file a Change of Directors or Change of Address first before you complete this step. You may exit the Transition Application to make these filings, then return to the Transition Application without losing the information you have entered.**

Update your directors or registered office address **FIRST**.
File:

- A Notice of Change of Directors or
- A Notice of Change of Address of Registered Office

Exit the Transition Application to make these filings and *then return to it* without losing the information you have entered.

Filing a Transition Application (cont.)

The screenshot shows the 'Societies Online' dashboard for 'ABC SOCIETY OF BC'. The user is logged in as 'Joe Smith'. The dashboard includes a navigation menu with 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. The main content area is titled 'To Do List' and contains a task: 'Transition your Society to the new B.C. Societies Act'. Below this, there is a list of tasks that can be completed in any order, including 'View Your Society's Constitution', 'View Your Society's Bylaws', 'Confirm Registered Office Address & Directors', and 'Submit'. A mouse cursor is pointing at the 'Submit' button. To the right of the 'Submit' button, there are links for 'View Draft Constitution', 'View Draft Bylaws', and 'Clear Filing'. The dashboard also displays the society's incorporation number (S1000173), business number (79314 2753 BC0002), and status (ACTIVE). A table lists various services and their costs: Annual Report (\$40.00), Change of Directors (\$15.00), Change of Address (\$15.00), and Change to Bylaws (\$50.00). A 'Go to your Home to:' section lists 'Manage a different Extraprovincial Non-share Corporation or Society'.

ABC SOCIETY OF BC

Incorporation Number: S1000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

Annual Report	\$40.00
Change of Directors	\$15.00
Change of Address	\$15.00
Change to Bylaws	\$50.00

To Do List (1 Item)

Transition your Society to the new B.C. Societies Act

Societies must complete the Transition Application by November 28, 2018.
All overdue Annual Reports must be filed prior to completing the Transition Application.

The tasks below can be completed in any order

View Your Society's Constitution	✓	View Draft Constitution
View Your Society's Bylaws	✓	View Draft Bylaws
Confirm Registered Office Address & Directors	✓	
Submit		Clear Filing

Links: Read the Transition Guide, About the Transition Application, Do I need a transition package?

19. Click **Submit**.

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

ABC SOCIETY OF BC (S1000173)

Finalize & Pay | Transition Application

Summary Transition Filing

Constitution: [View / Edit Constitution](#)
Bylaws: [View / Edit Bylaws](#)
Date of Special Resolution: November 01, 2016
Registered Office Address: [View/Edit Society's Email Address](#)
Directors:

Payment:

There are no fees for a Transition filing.	\$0.00
Total:	\$0.00

[Submit](#) [Cancel](#)

Certification

I, Joe Smith, certify that I have relevant knowledge of the society, and that I have read and understand the information provided on this page.
Note: It is an offence to make a false or misleading statement in respect of the Corporate Registry for filing. See section 223 of the Societies Act.

Choose the Delivery Method for the Certified Documents [What are my options?](#)

We will download and print our certified documents from the Filing History tab.
 Send our society the certified documents by:
or Society's receipt and certified documents are saved to your P...

22. Finally, click **Submit**.

20. Confirm the **filing certification**.

21. Choose the **Delivery Method** for receipt of your society's documents.

Filing a Transition Application (cont.)

The screenshot displays the 'Societies Online' dashboard for 'ABC SOCIETY OF BC'. The user 'Joe Smith' is logged in. The dashboard includes a navigation menu with 'Back to Home', 'Dashboard', 'Filing History', 'Manage Site Access', 'Payment Methods', and 'Help'. On the left, a sidebar lists services such as 'Annual Report' (\$40.00), 'Change of Directors' (\$15.00), 'Change of Address' (\$15.00), and 'Change to Bylaws' (\$30.00). The main content area features a 'Messages' section with a notification: 'Transition Application Complete. Certified documents are available under the Filing History tab.' A red arrow points to this message. Below the messages, there are sections for 'Society's Registered Office Address' (with 'File a Change' and 'Address Requirements' links), 'Society's Email Address' (with 'Why is an Email Address requested?' and 'Edit' links), and 'Society's Directors' (with 'File a Change' and 'Who can be a director?' links). The directors listed are Betty Marie Black, Charlie C Chase, and Jason Joseph Jacks.

ABC SOCIETY OF BC
Incorporation Number: 51000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

Messages (1 Item)
Transition Application Complete. Certified documents are available under the Filing History tab.

Society's Registered Office Address (File a Change \$15.00) (Address Requirements)
Delivery Address: 88888 OAKMOUNT RD, VICTORIA BC V8P 1M4
Mailing Address: 999999 REYNOLDS RD, VICTORIA BC V8P 2K8

Society's Email Address (Why is an Email Address requested?) (Edit)
Primary Email: abc@gmail.com
Alternate Email:

Society's Directors (File a Change \$15.00) (Who can be a director?)
Betty Marie Black: 66666 GEORGE CRT, WEST KELOWNA BC V4T 2K4
Charlie C Chase: 44444 9TH ST
Jason Joseph Jacks: 11111 CEDAR HILL CROSS RD

23. Your **Transition Application** has now been filed with the Corporate Registry.

Filing a Transition Application (cont.)

BRITISH COLUMBIA Societies Online Joe Smith | Log Out

Back to Home Dashboard **Filing History** Manage Site Access Payment Methods Help

ABC SOCIETY OF BC

Incorporation Number: 51000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

Annual Report \$40.00
Change of Directors \$15.00
Change of Address \$15.00
Change to Bylaws \$50.00
More Options

Go to your Home too:

- Manage a different Extraprovincial Non-share Corporation or Society
- Create a new Extraprovincial Non-share Corporation or Society

Filings

Filter by Filing:

Filing	Date Filed (Pacific Time)	Details	View Documents
Transition Application	Nov 23, 2016 04:01 PM	Filed By: Joe Smith Special Resolution Date: Nov 01, 2016	Constitution Bylaws Statement of Directors and Registered Office Transition Application Receipt
2012 BC Annual Report AGM: Dec. 31, 2012	Nov 03, 2016 01:06 PM	Filed By: Registry Staff if Registered Office was changed, effective date: Jan 01, 2013 12:01 AM	Annual Report Receipt
Correction - Put Back On	Sep 26, 2011 09:40 AM	View Detail Filed By: Registry Staff	Available on paper only
Ordinary Resolution - Voluntary Dissolution	Sep 14, 2011 04:27 PM	Filed By: Registry Staff	Available on paper only

24. Click on **Filing History** to see your filings and access your certified documents.

Ten Steps to Compliance

1. Get an official record of your Constitution and By-laws.
2. Establish your team to lead the process (ED? Board committee? Lawyers?)
3. Review and identify key areas of change
4. Ensure your organization has records, Board qualifications and other requirements in place.
5. Redraft your constitution with only your organization name and existing purposes - don't change purposes.

Ten Steps to Compliance (cont.)

6. Draft Bylaws with anything you've taken out of your old constitution.
7. Identify if there is any need for unalterable clauses.
8. Decide whether new bylaws are required. If so, adopt new bylaws at SGM/AGM then:
9. File Transition Application.

OR

6. File Transition first, *then* adopt new bylaws at next AGM/SGM, and file bylaw application.

Resources

- LFNP: lawfornonprofits.ca
- Check Progress of Bills:
<https://www.leg.bc.ca/40th4th/index.htm>
- Contact info: www.martharans.ca