Mistaya By-Laws

I. TERMS

Society - Mistaya Paddling Club.
Constitution - Objects and by-laws of the society.
Objects of the society - The purpose for which the club is formed, mission.
Ordinary resolution - Motion passed by simple majority of those present and entitled to vote.
Special resolution - Motion passed by 75% of those present and entitled to vote.
Executive - Officers and directors of the society.

II. MEMBERSHIP: Privileges & Responsibilities

1. **Becoming a member.** The membership fee shall be determined each year by the executive. Any person 18 or over may become a member by paying the membership fee and signing the waiver of responsibility. Family members under 18 are entitled to participate, but not vote, when their parent or guardian becomes a member. All memberships automatically expire December 31 in the last year for which the membership was paid. Members must pay the membership fee and sign a waiver to renew their membership. Any member may withdraw from membership by notifying the secretary in writing and any member may be expelled from membership by a special resolution at an annual or special meeting.
2. **The Annual Meeting** shall be held on or before November 30 each year. At the annual meeting the outgoing executive shall present the annual report containing a summary of the society activities during the previous year and the audited financial statements. The new executive shall be elected and shall serve until their successors are elected and installed. The executive shall appoint any member of the society to fill any vacancy occurring during the year. Any member of the society shall be eligible to run for any executive position.
3. **Special Meetings** are meetings of all the members called between annual meetings to deal with specific business. The society may hold a special meeting whenever the president considers it necessary or if the president receives a written request signed by at least one-third of the members at the time of the request. Requested meetings must be held within 30 days of the request.
4. **Quorum** for annual and special meetings shall be 8% of the membership at the date of the meeting.
5. **The right to vote** shall be granted to any member present at an annual or special meeting. There shall be no proxy voting. Voting shall be by show of hands unless the meeting decides otherwise by ordinary resolution.
6. **Members shall be notified** of annual and special meetings by mail or in the newsletter at least twenty-one (21) days prior to the meeting. The meeting notice shall state the reasons for calling the meeting and any special resolutions to be considered at the meeting.
7. **Any member may inspect** the books and records of the society at any meeting of the society.
8. **Rescinding, altering, or adding to the by-laws** requires a special resolution at an annual or special meeting. Changes come into effect when the special resolution is registered at corporate registry. All special resolutions sent to the registrar are to be dated and verified by the society signing authorities.

III. EXECUTIVE: Positions

1. **The President** shall be ex-officio a member of all committees and shall, when present, preside at all meetings of the society and of the executive. In the absence of the president, a chairperson shall be appointed at the meeting to preside.
2. **The Secretary** shall attend all meetings of the society and of the executive, and keep accurate minutes of the same. In the absence of the secretary, another member shall be appointed to keep minutes. All minutes are to be put in the society's minute book which the secretary shall have custody of. The secretary shall also keep copies of all the society's correspondence and historical records and be under the direction of the executive.
3. **The Treasurer** shall receive all monies paid to the society and be responsible for the deposit of same to the financial institution directed by the executive. The treasurer shall properly account for the funds of the society and keep such books as may be directed. The treasurer shall present a full detailed account of receipts and disbursements to the executive whenever requested and shall prepare for submission to the annual meeting an audited statement of the financial position of the society and submit a copy of same to the secretary for the records of the society.
4. **The Membership Director** shall collect and receive the membership fees and signed waivers and promote the club for the purposes of signing on new members, as directed by the executive. All money collected is to be turned over to the treasurer as soon as convenient and no later than the next executive meeting. The membership director shall give the secretary a list of all the members of the society and their addresses as of September 30 each year for the records. This membership list is to be filed with the waivers collected during the year. The membership director shall provide membership lists and mailing labels as directed by the executive.
5. **The Communications Director** shall be responsible for the assembly and distribution of communications as directed by the executive.
6. **The Outdoor Event Coordinator** shall call a trip scheduling meeting before February 10 each year. The Outdoor Event Coordinatior shall provide the Communications Director with an event schedule showing the events that were scheduled at the meeting for posting on the website. The Outdoor Event Coordinator shall ensure that group camp sites are booked in sufficient time to guarantee availability. The Outdoor Event Coordinator shall also manage the equipment and coordinate the equipment rental program.
7. **The Pool Coordinator** shall, subject to the direction of the executive, produce a pool schedule by August 15, assign members to be responsible for individual events and courses, and book the required pool time. The Pool Coordinator shall provide the Communications Director with a pool schedule for posting on the website.
8. **Becoming a member of the executive.** Members of the executive shall be members of the society. A person appointed or elected to the executive becomes a member of the executive if they were present at the meeting when being elected, and did not refuse the position. They may also become a member of the executive if they were not present at the meeting but consented to act as a member of the executive and did not object within ten days of the new executive list being published on the website. Any member of the executive may be removed from office by an ordinary resolution at a special meeting of the society.

IV. EXECUTIVE: Powers & Responsibilities

1. **Executive meetings** are to be called by the president whenever they are required or when any two members of the executive request a meeting in writing, stating the business to be brought before the meeting. The executive shall be notified of meetings in writing at least ten days prior to the meeting. Any three members of the executive including at least two of president, secretary, and treasurer shall constitute a quorum. An executive meeting can be held without the above notice if all members of the executive agree unanimously.

2. **Executive meetings shall be open** to all members of the society, who may attend without voting privileges. Voting privileges may be granted to all society members present at any given meeting by a majority vote of the executive.
3. **Plans and budgets.** At the beginning of the year, the Treasurer shall produce a plan for the upcoming year and an associated budget showing any anticipated income and expenditures for the year, with the input of all Executive members. These budgets are to be approved by the executive before any actual expenditure occurs.
4. **The president may conduct a poll of the officers,** and upon the acceptance of the majority of the officers, may increase a previously budgeted expenditure by up to 15% or make an unbudgeted expenditure of up to $300. These expenditures must be approved at an executive meeting before any more unbudgeted funds may be granted.
5. **The books, accounts and records of the secretary and treasurer shall be audited** each year by two members of the society elected for that purpose at the Annual Meeting. The auditors cannot be members of the executive for the year they are auditing. The fiscal year end of the society shall be September 30. The financial statements are to be signed by the auditors before being presented at the annual meeting.
6. **Signing authority.** The secretary shall have charge of the seal of the society. Whenever the seal is used it shall be authenticated by the signature of the president, or, in his absence, both the treasurer and the secretary. Cheques drawn on the account of the society shall be signed by two signatures from the Executive positions of the treasurer, the secretary or the president.
7. **Powers of the executive.** The executive shall, subject to the constitution and any resolutions passed at any annual or special meetings, have full control and management of the affairs of the society including the power to delegate.
8. **Interpreting the by-laws.** If any doubt shall arise as to the interpretation of these by-laws, the decision of the executive in that regard shall be binding on all members of the society.
9. **Remuneration of an officer or member of the society** for his/her services requires an ordinary resolution of the society. Any member of the society may, if authorized by the executive, be reimbursed for travelling or other expenses which are incurred during the ordinary course of the business of the society. The executive may advance funds to any member who is about to incur authorized expenses on behalf of the society.
10. **The fundamental principles of Roberts Rules of Order** shall be followed at all meetings of the society and of the executive whenever they may be applicable without coming into conflict with these by-laws and the Societies Act of Alberta.