

# ANEC Club Bylaws

17 Apr 2016

Name of Club: **Alberta North Emergency Communication**

Hereafter referred to as: **ANEC**

## **MEMBERSHIP**

1. Membership fee in the club shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, the north-east portion of British Columbia, the north-west portion of Saskatchewan, or the Yellowknife area and being of the full age of 18 years, may become a member by a favourable vote passed by a majority of the members at a regular meeting of the club, and upon payment of the fee. Such voting may be by electronic means, unless the meeting by resolution otherwise decides. Any person under the age of 18 years may in the same manner become a member upon payment of half of the said fee.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the club in good standing may be expelled from membership for any cause which the club may deem reasonable.

## **BOARD OF DIRECTORS**

3. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the club.
4. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the club, and meetings of the Board shall be held as often as may be required, but at least once every year, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Regular meetings of the Board shall be called by giving at least 10 days of notice by email to each member. Any five members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
5. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within 10 days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
6. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause the which club may deem reasonable, after discussions with the party concerned. A majority vote of the membership is required for this action.

## **PRESIDENT**

7. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the club and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside. The president may delegate his presiding right at his discretion.

## **SECRETARY**

8. It shall be the duty of the secretary to attend all official meetings of the club and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the official correspondence of the society and be under the direction of the President and the Board.

9. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required. The secretary or treasurer shall collect and receive the annual dues or assessments levied by the club. Such monies shall be promptly turned over to the Treasurer for deposit in the club's Bank.

## **TREASURER**

10. The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in the club's Bank. He/she shall properly account for the funds of the club and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement, duly audited, of the financial position of the club and submit a copy of same to the Secretary for the records of the club. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

11. The books and records of the club may be inspected by any member of the club at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

## **MEETINGS**

12. This club shall hold an annual meeting on or before January 31<sup>st</sup> of each year, of which notice by email to the last known email address of each member shall be delivered at least 15 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer), and directors as required. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the club.

13. General meetings of the club may be called at any time by the Secretary upon the instructions of the President or any Board members by email to the last known email address of each member, at least 15 days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by email to the last known email address of each member, sent at least 15 days prior to the meeting.

14. Five members in good standing shall constitute a quorum at any meeting.

## VOTING

15. Any member who has not withdrawn from membership, nor has been suspended, nor expelled, shall have the right to vote at any meeting of the club. Such votes must be made in person and not by proxy or otherwise. Attendance at a meeting by electronic means is acceptable.

## REMUNERATION

16. Unless authorized at any meeting and after notice for same has been given, no officer, director, or member of the club shall receive any remuneration for his/her services.

## BORROWING POWERS

17. For the purpose of carrying out its objectives, the club may raise or secure the payment of money in such manner as it thinks fit, but may not borrow money or issue debentures. The club shall remain debt free.

## BYLAWS

18. The Bylaws may be rescinded, altered or added to by a "Special Resolution".

Date: (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

## **WITNESS**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

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