

Grande Prairie Synquatics Bylaws – Updated August 23, 2022

ORGANIZATION NAME

1. The name of the Society is Grande Prairie Synquatics

BOARD COMPOSITION

2. The Board of Directors for the Society shall consist at a minimum of the President, Vice-President, Secretary, and Treasurer.

MEMBERSHIP

3. Membership fees in the society shall be determined, from time to time, by the Board of Directors. Any person residing in Alberta, fulfilling the age requirements of the club, may become a member by registration at a regular meeting of the society, and upon payment of the Fee.
4. 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 three consecutive months 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 society in good standing may be expelled from membership for any cause which the society may deem reasonable.

BOARD OF DIRECTORS

5. Board of Directors, Executive Committee of Board, shall mean the Board of Directors of the society.
6. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months 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 a meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each member or by three days notice by email, message or telephone. Any three 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.

7. 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 ten days after the appointment or election, or if they acted as a director pursuant to the appointment or selection.
8. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

PRESIDENT

9. He/She shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In absence of both, a chairperson may be elected at the meeting to preside.

VICE-PRESIDENT

10. He/She shall, in the absence of the President, preside meetings of the society and of the Board. In the absence of both the President and Vice-President, a chairperson may be elected at the meeting to preside.

SECRETARY

11. It shall be the duty of the secretary to attend all meetings of the society and of the board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society, which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice President. 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 correspondence of the society and be under the direction of the President and the Board.
12. The Secretary shall also keep a record of all the members of the society and their addresses, and send all notices of the various meetings as required.

TREASURER

13. The Treasurer shall collect and receive the annual dues or assessments levied by the society, receive all monies paid to the society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society 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 society and submit a copy of same to the Secretary for the records of the society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers so shall decide.

FINANCE AND AUDITING

14. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be JULY 31st.
15. The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officers or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

16. This society shall hold an annual meeting on or before September 30th in each year, of which notice in writing to the last known address of each member shall be delivered 14 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice President, Secretary and Treasurer to form the Board of Directors. Three Committee Chairpersons may also be elected at the annual meeting.
17. General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice, delivered in writing or by telephone at least two days in advance of such a 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 meetings, shall be by email to the last known address of each member, delivered eight days prior to the meeting.

18. Four members in good standing shall constitute a quorum at any Board meeting.

VOTING

19. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any general meeting of the society. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

20. Unless authorized at any meeting and after notice for the same shall have been given, no officer or member of the association shall receive any remuneration for his/her service.

BORROWING POWERS

21. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power may be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

DISSOLUTION

22. The Society does not pay any dividends or distributes its property among its members.

23. Upon dissolution of the Grande Prairie Synquatics, any general funds or assets remaining after paying all debts are donated to a registered and incorporated organization. The Grande Prairie Synquatics Board shall select this organization.

BY-LAWS

24. The By-Laws may be rescinded, altered or added to by a "Special Resolution".

25. The By-Laws and policies must be reviewed, altered, added and/or amended every even year.