



# Cariboo Agility Team

## Cariboo Agility Team Society - Bylaws

### ARTICLE I-MEMBERSHIP

#### Section 1-Eligibility

- a) To be eligible for membership individuals:
  - must embrace the objectives of the Club
  - must be 19 years of age or older
- b) Family memberships shall consist of not more than two adults living in the same household plus the children of that family under the age of 19 living in the same household.
- c) Individuals under the age of 19 may join the Club as a Junior member.

#### Section 2-Honourary Life Membership

A candidate shall by unanimous vote of the Executive be admitted as an Honourary Life Member with all the privileges of the Club.

#### Section 3-Application for Membership

- a) Applicants for membership shall apply in a manner or form approved by the Executive which is reviewed annually at the Annual General Meeting..
- b) The applicant shall agree to abide by the Constitution and Bylaws of the Club.
- c) A favourable majority of votes shall be necessary for election.

#### Section 4-Dues

- a) All members shall pay dues no later than February first of each year.
- b) The amount payable as dues shall be voted on at the Annual General Meeting.

#### Section 5-Voting Privileges

- a) Ordinary membership-entitled to one vote.
- b) Family membership-one vote per family.
- c) Honourary Life Members-one vote.
- d) Junior membership-no voting privileges.
- e) In no case may a person vote at a Club meeting whose dues are not paid as of the date of the meeting or is deemed to be not in good standing with the Club.

#### Section 6-Requirement to remain in good standing

- a) All members must remain in good standing. All members are in good standing except a member who has failed to pay current annual membership dues or any other subscription or debt due and owing to the Club.



## **Section 7-Termination of Membership**

- a) Resignation: Any member may resign from the Club on written notice to the Secretary.
- b) Lapsing: A membership will be considered lapsed and membership automatically terminated if such member's dues remain unpaid sixty days after February 1<sup>st</sup> in any year.
- c) Expulsion: A membership may be terminated by expulsion as provided for in Article VII of these Bylaws.

## **ARTICLE II CHANGES IN CONSTITUTION AND BYLAWS**

- a) Proposed changes to the Constitution and Bylaws must be circulated to the entire membership a minimum of two months prior to the Annual General Meeting
- b) Changes to the Constitution and Bylaws must be approved by 75% of the members present and voting by Proxy is not permitted.
- c) Notwithstanding subsections a) and b), all changes to the Constitution and Bylaws must comply with the Society Act.

## **ARTICLE III EXECUTIVE**

### **Section 1-Executive**

- a) There shall be a Board of Directors to be known as the Executive, which shall be comprised of the President, Vice President, Treasurer, Secretary, and a minimum of one Director.
- b) The positions of Treasurer and Secretary may be combined and a second Director added to the Executive.
- c) The retiring President shall be a Director and advisor to the Executive and hold the title of Immediate Past President.
- d) No non-voting member shall be a member of the Executive.
- e) All members shall be residents of British Columbia.
- f) A director shall not be remunerated for being or acting as a director of the Club, but a director shall be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Club.

### **Section 2-Powers of the Executive**

- a) General Management of the Club shall be entrusted to the Executive.
- b) The Executive may recommend a course of action on constitutional issues for ratification by the general membership of the Club. Non-ratification does not in itself constitute a vote of non-confidence in the Executive.

### **Section 3-Borrowing Powers**

- a) The Executive is not empowered to borrow funds on behalf of the Club.



## Section 4-Officers

- a) The officers of the Executive shall be elected to their positions for a period of one year.
- b) During their terms of office their duties and responsibilities shall be:

### President:

- shall preside at all meetings
- shall have the duties and powers normally pertinent to the Office of President in addition to any particularly specified in the Constitution and Bylaws
- shall have the authority to co-sign cheques of the Club

### Vice-President

- shall undertake all the duties and responsibilities of the President in case of absence or incapacity of that Officer

### Secretary

- shall keep a record of all meetings of the Club, and of all matters of which a record shall be required by the Club
- shall keep a roll of the members of the Club, their addresses, telephone numbers, and Email addresses when available
- shall make all filings required by the Societies Act
- shall have charge of all official communications of the Club with outside parties
- shall notify members of meetings of the Club, prepare and circulate agendas, and prepare and circulate minutes of meetings to the membership, and keep accurate and accessible files.

### Treasurer

- shall open a bank account in the name of the Club in a chartered bank or credit union into which all revenue of the Club shall be paid
- shall collect all monies due or belonging to the Club and issue receipts thereof
- shall contract an agreement with the Club's bank or credit union only allowing withdrawals from the Club's account to be made with the signatures of two of the following Executive: Treasurer, President, Secretary
- shall at all times keep the books and financial records of the Club current
- shall report the latest state of the Club's finances at every properly constituted meeting of the Club
- shall report any item of receipt or payment not previously reported
- shall provide a written financial statement for each and every event that the Club sponsors
- shall prepare a balance sheet for distribution at each Executive meeting
- shall render a statement of all monies received and expended during the previous fiscal year at the Annual General Meeting
- shall prepare a financial report to be filed with the Registrar of Companies

### Directors

- Responsibilities as directed by the Executive.



## **Section 5-Vacancies**

- a) Any Executive member who fails to be present at any three consecutive meetings of the Executive may automatically cease to be a member of the Executive.
- b) A member of the Executive may be removed from office only by a special resolution presented at a Special meeting of the Club. Such meeting must be comprised of a quorum and such special resolution must be ratified by a 75% majority of members present and voting at said meeting.
- c) Any vacancies occurring on the Executive during the year shall be filled by a majority vote of all the current members of the Executive at its first meeting following the creation of the vacancy.

## **ARTICLE IV -MEETINGS**

### **Section 1-Executive meetings**

- a) There shall be at least two (2) Executive meetings each year.
- b) Members shall have the right to contact the President requesting items of business to be put on the agenda for such meetings.
- c) A quorum for the Executive meetings shall be the President, or Vice president, and three members of the Executive.

### **Section 2-Special Meetings**

- a) May be called by the President, or a majority vote of the Executive, or the Secretary upon receipt of a petition stating the purpose of the meeting signed by at least 10% of the members of the Club.
- b) Written notice of such Special Meeting stating the purpose of the meeting shall be e-mailed by the Secretary at least seven (7) days prior to the date of the meeting.
- c) Other business can be transacted at that meeting only if a request has been received 4 days prior to meeting.
- d) A quorum for such a meeting shall be the President, or Vice President and 2/3 of members.



### **Section 3-Annual General Meeting**

- a) The Annual General Meeting shall be held in November.
- b) Notice of the Annual General Meeting shall be e-mailed to each member at least fourteen (14) days prior to the date of the meeting.
- c) A resume of any prior unreported Executive meeting shall be given and members present shall have the right to discuss any action taken by the Executive.
- d) A quorum for the Annual General Meeting shall consist of the President, or Vice President, and no less than two thirds of the membership.
- e) Election of officers shall proceed in accordance with Article IV, Section 1 of these bylaws.

### **Section 4-Absences**

- a) At Executive, Regular or Special Meetings, there shall be no mailed, e-mailed or proxy votes.

## **ARTICLE V-ELECTIONS**

### **Section 1-Nominations**

- a) The President shall appoint a Nominations Committee, or Nominations Member, from the Club's membership at an Executive meeting held sometime prior to the Annual General Meeting.
- b) The Nominations Committee, or Member, shall advise the membership, at least 21 days prior to the Annual general Meeting, of the proposed slate of candidates for positions as Officers with a request for any further nominations from the membership.
- c) Additions to the nomination list must be received by the Nominations Committee at least fourteen (14) days before the Annual General Meeting.
- d) No further nominations from the membership will be permitted at the Annual General Meeting.

### **Section 2-Voting**

- a) Shall be conducted at the Annual General Meeting by a show of hands.
- b) A motion shall be deemed as carried by a simple majority, except for the election of officers which shall be by a secret ballot conducted and enumerated by the Secretary.



## ARTICLE VI-COMMITTEES

Committees may be appointed by the President from time to time. A committee chairperson need not be a member of the Executive. Such chairperson shall report to the Executive during the term of appointment to the committee.

## ARTICLE VII-DISCIPLINE

- a) Expulsion of a member may be accomplished only at the Annual General Meeting or a Special Meeting at which a Quorum exists.
- b) The resolution for expulsion must be ratified by a two-thirds majority of members present and voting at that meeting by a secret ballot.
- c) If expulsion is not ratified other disciplinary action may be proposed by the Executive at that or a subsequent meeting of the Club.
- d) The defendant has the right to speak to the membership prior to any vote on such resolution.

## ARTICLE VIII-PROCEDURE

All meetings of the Club and its Executive and all other matters of practice and procedure not otherwise herein specified shall be governed by the Common Law of Procedure of Canada, Roberts Rules of Order, Current edition

## ARTICLE IX-AMENDMENTS

All amendments to these Bylaws must be circulated in writing not less than fourteen days prior to any Annual General Meeting and must be approved by at least 75% of the members present and voting.

## ARTICLE X-DISSOLUTION

- a) The Club may be dissolved at any time by the written consent of at least 75% of the members of the Club.
- b) In the event of dissolution of the Club, whether voluntary or by the operation of law, none of the assets or property of the Club shall be distributed to any members of the Club.

After payment of Club debts, any remaining assets and property shall be given to an appropriate registered animal charity group in British Columbia to be determined by the Executive.