

BYLAWS OF SOUTHERN ALBERTA WOODWORKERS SOCIETY

ARTICLE 1

Membership

1. Candidates must complete and sign the official application form.
2. Candidates must complete the Personal Information Protection Policy form.
3. Candidates must pay the current membership dues before becoming a Member in good standing.
4. The amount of annual dues for Members shall be fixed by the Board as required, payable before September 30 each year.
5. All Members in good standing are to have an equal voice and vote.
6. Members may resign by submitting their resignation in writing to the Secretary.
7. Failure to pay dues by December 31 terminates the membership of that person.
8. For conduct injurious to the Society, the Member shall be asked to appear before the Board of Directors. The Board has the power to suspend or expel such Members if they deem such action necessary. Such persons may become Members again only at the discretion of the Board.
9. All Members should notify the Secretary of any changes to their personal information.
10. Membership fees are non-refundable.

ARTICLE 2

Meetings

1. Regular meetings are to be held at dates and times to be fixed by the Board.
2. Members are to be notified of Special Meetings by mail, e-mail, or telephone not less than 21 days in advance.
3. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by more than one-third (1/3) of all Members in good standing.
4. For any meeting properly called and constituted, a quorum shall consist of 10% of the Members in good standing.
5. The Annual General Meeting is to be held within 3 months of the end of the fiscal year. Members shall be notified not less than 21 days prior to date of the Annual General Meeting by email or letter.
6. Normal business and resolutions at all Meetings shall be voted by a show of hands of Members present and shall be passed by a simple majority
7. Proxy votes shall not be allowed

ARTICLE 3

Bylaws

The Bylaws may be repealed, replaced or amended by a Special Resolution of the members.

ARTICLE 4

Board of Directors

Board of Directors or Board shall mean the Board of Directors of the Society. The Board shall, subject to the by-laws or direction given it by the majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society. Meetings of the Board shall be held as often as may be required and shall be called by the President or, in his absence, the Vice-President. A Special Meeting of the Board, may be called on the instructions of any two Members of the board, 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 on ten days notice by mail or e-mail. Any three Members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void. A simple majority of Directors present shall be required to pass motions.

ARTICLE 5

Appointing Directors

1. Elections for the Board of Directors will be held at the Annual General Meeting and shall be by secret ballot if so requested by a majority of the membership present. A simple majority of Members present at any meeting of the Members properly called and constituted, shall be required for election of a Director.
2. A term of office shall normally be two (2) years, unless the membership is notified otherwise before elections.
3. No Director shall hold office for more than four (4) consecutive years, unless extensions are specifically approved by a majority of Members at the Annual General Meeting.
4. Four Members shall be elected to the Board in even-numbered years and three Members in odd-numbered years. The Board Members will elect the Officers from their number and will assign duties and responsibilities accordingly.
5. Any Director may be removed for cause by majority vote of the Directors then in office at a regular Board Meeting or at a Special Board Meeting called for that purpose.

ARTICLE 6

Officers

President

The President shall be an ex-officio member of all Committees. The President shall, when present, preside at all meetings of the Society and the Board.

Vice-President

In the absence of the President, the Vice President shall preside at all meetings of the Society and the Board, and in the absence of both The President and Vice-President, a chairman shall be chosen from the Members present to preside thereat.

Secretary

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 any business transacted at those meetings. In the absence of the Secretary, the Secretary's duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of correspondence of the Society and shall act under the direction of the President of the Board.

The Secretary shall keep a record of the names of all Members of the Society and their addresses, and shall send to Members all notices of the various meetings as required.

The Secretary shall be responsible for taking and maintaining the minutes of the Society.

The Secretary shall be responsible for the filing of any documentation required for the lawful operation of the Society.

Treasurer

The Treasurer shall receive all monies paid to the Society and shall be responsible for the deposit of same in whatever Chartered Bank the Board may order. The Treasurer shall promptly account for the funds of the Society and keep such books as may be directed and shall present a complete account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a financial statement set forth of the financial position of the Society and place a copy of same in the records of the Society.

The Treasurer shall act as custodian of the Society's financial records and these records shall be available for inspection by any Member in good standing having given 14 days notice.

Removing Officers

Any Officer may be removed for cause by majority vote of the Directors then in office at a regular Board Meeting or at a Special Board Meeting called for that purpose.

ARTICLE 7

Borrowing Powers

The Society shall have no borrowing powers.

ARTICLE 8

Payment to Directors

Unless authorized by the Board, no Director, Officer or Member of the Society shall receive payment for his services or for expenses incurred.

ARTICLE 9

Distribution of Property Upon Winding Up

Upon winding up the Society, property shall be distributed as decided by a resolution agreed to by the majority of Members present at a Special Meeting held for this purpose. The Members will not benefit from any distribution of property upon dissolution.

ARTICLE 10

Audit

The financial statements of the Society shall be audited yearly. Audits will be performed by two (2) Members in good standing, other than Members of the Board, or by such persons as selected by the Board to do or assist in doing the audit.

ARTICLE 11

Inclusivity of Words

In these Bylaws, the singular shall include the plural and the plural the singular and the masculine shall include the feminine.

Calgary, Alberta, this ____ day of _____ 2007

Signature:
(Print Name)
Address in full ,
Calgary, AB

Witness:
Signature
Name in full
Address in full