

Bow Valley Line Dance (BVLD) Club

Bylaws

MEMBERSHIP

- 1) Membership in BVLD Club is open to adults in the Province of Alberta who have paid the annual fee.
- 2) The Membership year is from September 1st to August 31th.
- 3) Membership provides voting privileges, the ability to participate in lessons, and email communication.
- 4) The membership fee for the Club is determined annually, by the Board.
- 5) Memberships are non-transferrable and non-refundable.
- 6) Members may voluntarily withdraw from the Club by not paying the membership fee for the current year, or by submitting a letter to the Secretary.
- 7) Any member may be expelled from membership, upon a majority vote of all members of the Club.
- 8) The Club may, by motion at a Special meeting called for such a purpose, expel any member for any cause deemed sufficient in the interests of the Club.
- 9) No member is, in an individual capacity, liable for any debt or liability of the Club.
- 10) Any member who has not withdrawn nor been expelled may vote at any Special or Annual General Meeting of the Club.
- 11) Voting occurs in person, not by proxy or otherwise.

THE BOARD OF DIRECTORS

- 1) The Board consists of a President, a Secretary, and a Treasurer, and two to six additional members of the Club elected for a one-year term, by majority vote of members attending the Annual General Meeting.
- 2) The Board governs and manages the affairs of the Club, subject to the Bylaws and directions provided by majority vote of members attending any Special Meeting or Annual General Meeting.
- 3) The President will call Board meetings, as often as required, but at least once every three months.
- 4) Any two Board members may call a Board meeting by providing written request to the President stating the business to be brought to the meeting.
- 5) Board meetings are called by 7 days email notice.
- 6) 50% of the Board members shall constitute a quorum.
- 7) A Board member may withdraw from the Board by submitting a letter to the Secretary.
- 8) A Board member may be removed from the Board upon a majority vote of all Club members at a Special Meeting called for such a purpose.

PRESIDENT

- 1) The President calls and presides at all Board and Club meetings.
- 2) In the absence of the President, a Board member may be elected at the meeting to preside.

SECRETARY

- 1) The Secretary has charge of Club correspondence and the Club Seal (if the Board chooses to have one), files annual return and other Societies Act documents, ensures that the audit is conducted, and keeps minutes of all meetings
- 2) The Secretary ensures that meeting notices are sent, annual fees are collected, and names and email addresses of members are kept.
- 3) In the absence of the Secretary, a Board member may be elected at the meeting to take minutes.

TREASURER

- 1) The Treasurer ensures all monies paid to the Club are deposited in the financial institution chosen by the Board, and keeps records of all Club financial transactions.
- 2) The Treasurer presents financial statements to Board meetings and the audited financial statements to the AGM.
- 3) The Treasurer submits a copy of the audited financial statements to the Secretary for annual filing.

AUDITING

- 1) The Treasurer's accounts are audited each year by two members of the Club elected for that purpose at the AGM.
- 2) The report from the audit is submitted at the next AGM.
- 3) Club records and accounts are open to inspection, by any member, at any mutually convenient time.

ANNUAL GENERAL MEETING (AGM)

- 1) The AGM deals with: reviewing financial statements, appointing auditors, electing the Board, considering matters specified in the meeting notice.
- 2) The Club holds its AGM before April 30 in any year.
- 3) The Board sets the place, day and time of the AGM.
- 4) Notice of the AGM is sent by email at least 21 days prior to the meeting, and is posted on the Club's website.
- 5) Attendance by 20% of the Club members is a quorum for the AGM.

SPECIAL MEETING

- 1) A Special Meeting may be called by the President upon receipt of a notice signed by one-third of the members, setting forth the reasons for calling such meeting.
- 2) Notice of a Special Meeting is sent by email at least 21 days prior to the meeting, and is posted on the website.
- 3) Attendance by 20% of the Club members is a quorum for a Special Meeting.

FINANCIAL MATTERS

- 1) Club contracts must be signed by a Board member after authorization by a motion at a Board meeting.
- 2) Two signatures are required for all payments.
- 3) No Club member may receive any payment for services as a member or Board member.
- 4) Reasonable expenses incurred while carrying out Club duties may be reimbursed upon Board approval.
- 5) The Club will not borrow money.
- 6) The fiscal year end of the society in each year shall be August 31.

AMENDING THE BYLAWS

- 1) These Bylaws may only be changed by a “special resolution” of the members as defined in Section 1(d) of the Societies Act key elements of which state: *“Special Resolution means a resolution passed at a general meeting or special meeting of which not less than 21 days’ notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person...”*
- 2) The amended bylaws take effect after approval at the meeting and acceptance by the Corporate Registry of Alberta.

DISSOLUTION

- 1) If the Club is dissolved, all funds or assets remaining after paying all debts will be donated to a registered charitable organization in the Bow Valley, decided by majority vote of the members present at the dissolution Special Meeting.