

# Mountain View Arts Society By-laws

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## MEMBERSHIP

1. Membership fee, if any, in the society shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, 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 society, and upon payment of the fee. Such voting shall be by ballot, 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 society in good standing may be expelled from membership for any cause which the society may deem reasonable.

## PRESIDENT

3. The President shall be ex-officio a member of all Committees. 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 the absence of both, a chairperson may be elected at the meeting to preside. The President may not vote, except in the case of a tie.

## BOARD OF DIRECTORS

4. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
5. 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 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 meetings, 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 fax or telephone. Any four 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.

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## 6. Meetings

a) Regular Meetings. 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 society, and meetings of the Board shall be held as often as may be required, but at least one a year, and shall be called by the President. Meetings of the Board shall be called by eight days notice; notice of such meetings shall be communicated in writing.

b) Special Meetings. 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. The President shall show due diligence to contact all members of the Board to attend such meetings. Any four members shall constitute a quorum, and meetings may 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 election.
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.
9. The Board is comprised of a minimum of five and a maximum of eight people, and must include the Executive which is made up of President, Vice President, Secretary, and Treasurer.

## **SECRETARY**

10. 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. 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 be under the direction of the President and Board. The Secretary shall also keep a record of all the members of the society and their addresses, send notices of the various meetings as required, and distribute minutes to all members in good standing.

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## **TREASURER**

11. The Treasurer shall 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 Treasurer shall collect and receive the annual dues or assessments levied by the society, and shall deposit such dues and assessments in a Bank, Trust Company, Credit Union or Treasury Branch as required.

## **AUDITING**

12. 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 General 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 General Meeting of the society. The fiscal year end of the society in each year shall be December 31.
13. The books and records of the society may be inspected by any member of the society at the Annual General 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**

14. Annual General Meeting. This society shall hold an Annual General Meeting on or before February 28 in each year, of which notice shall be communicated either by public notice or in writing to the last known address of each member; notice shall be communicated 30 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, and three directors. 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 membership 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 society.

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15. Membership Meetings. Membership meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, communicated in writing 8 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 communicated in writing to the last known address of each member 8 days prior to the meeting. Eight members in good standing shall constitute a quorum at any membership meeting.

## **VOTING**

16. Any member in good standing shall have the right to vote at any membership meeting of the society. Such votes must be made in person and not by proxy or otherwise.

## **REMUNERATION**

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

## **BORROWING POWERS**

18. 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 shall 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.

## **BYLAWS**

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

## **DISSOLUTION**

20. The Society shall not be dissolved or wound up unless a Special Resolution is passed by the General Membership at a duly called Special Meeting.

Upon dissolution of the Mountain View Arts Society, any assets remaining, after paying debts and liabilities will be:

- A) Dispersed to eligible charities or religious groups or purposes; or
- B) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.