


APPROVED

AGRICULTURAL SOCIETY
PROGRAM
JUN 03 2013

Amended – December 27, 2012

BYLAWS

Constitution

Agra Society

Tomahawk & District Sports &

Article 1 – NAME:

The Tomahawk & District Sports & Agra Society was chartered on September 20, 1990 by law under the authority of the *Agricultural Societies Act* of Alberta and will be governed by the following regulations in compliance with the *Agricultural Societies Act*.

Article 2 – PURPOSE:

The purpose of the Society shall be to encourage improvement in agriculture, to provide recreation facilities and encourage fellowship and good sportsmanship for social and community purposes.

Article 3 – MEMBERSHIP:

- Yearly membership is \$5.00 per person, per year. Yearly membership is valid from January 1st of the current year through to December 31. There is no longer a lifetime membership available. However, the existing lifetime memberships that were paid previous to the 2011 amended by-laws are grandfathered and need not pay the yearly membership fee unless they desire to do so.
- Copies of the constitution are to be available to all members.
- All persons exhibiting goods at the annual fair must pay an exhibitors membership fee, which is determined by the Tomahawk Agra Fair Committee. This entitles the exhibitor to Fair membership only, and does not entitle them to a yearly membership in the Society.

Article 4 – OFFICERS:

The officers of the Society shall be President, Vice-President, Secretary, and Treasurer.

Article 5 – THE BOARD

- The board of directors of must consist of
 - a) The president of the society;
 - b) A vice-president of the society, and
 - c) Not fewer than 10 other personswho must be elected or appointed in accordance with these bylaws.

- All board members are elected for a three-year term with four or five board members replaced each year. After a board member has served their three year term they will remain off the board for a minimum of a 1 year term.
- An executive officer may be appointed to act if their three year term is up and are still needed on the executive board; however, if appointed they will not be considered a board member.

Article 6 – OBLIGATIONS OF THE BOARD:

- All major expenditures over \$5,000.00 and changes to the constitution would be treated as extraordinary resolutions. The Board will give thirty (30) days advance notice to the membership.
- The board has the power to overrule or amend any motion made at a general meeting.
- All directors and Committee Chairpersons must attend at least 6-8 meetings per year.
- If a board member misses four consecutive meetings, his or her status will be reviewed and could be terminated.
- All members must have been in attendance at the previous meeting in order to second or carry the minutes of the last general meeting.

Article 7 – OBLIGATIONS OF COMMITTEE MEMBERS:

- A committee will consist of a Chairman, Vice Chairman, Secretary, Treasurer, and its members. Responsibility of each committee is to appoint a Chairman, Vice Chairman, Secretary, and Treasurer. Each committee will prepare and submit a proposed budget at least two months prior to a function, complete with a profit/loss statement. A financial statement will be read and presented at the general meeting after completion of an event.
- It is the responsibility of the every committee to prepare a list and find volunteers for each function.
- No decisions are made without the consent of the majority of the committee. In case of an equal vote, the chairman or acting chairman will cast the deciding vote.
- If there is any clean up duties that are out of the responsibilities of the janitorial services, or if there is not a janitor on duty at the time of the function, it will be

- The responsibility of the committee to clean up and return the facility to an "as found" condition.
- The chairman (or his/her designate) of each committee should be present at the general meeting, when such committee event is in process. The committee representative will also report on the progress of the event.

Article 8 – ELECTIONS:

At the annual meeting the Officers and Board shall be elected by the majority of the in good standing present. The Officers and the Board so elected shall take office and resume responsibility for the conducting of the business of the Society at the first meeting following the annual meeting. The Officers are to remain in their position for a one year term, unless deemed otherwise by the majority of the board, or have withdrawn their position.

Article 9 – VOTING:

- Only members in good standing will have the right to vote.
- Any member who has withdrawn or has been expelled shall lose their right to vote.
- Voting by proxy will not be permitted. At the approval of the board, alternative methods of voting may be accepted.

Article 10 – VACANCIES:

In the event of a vacancy in the office of the Board of the said Society due to death, resignation, and removal or otherwise, such vacancy shall be filled at a general meeting of the members. The vacancy shall be filled by a majority vote of the members present at the meeting.

Article 11 – QUORUM:

The quorum at any meeting of the Society shall be 10 members in good standing. The quorum at a meeting of the directors of the society is 5 directors.

Article 12 – DUTIES OF THE OFFICERS:

PRESIDENT:

- The President shall preside over all meetings of the Society, and the executive committee shall conduct the business thereof.
- In the case of an equal vote, the President shall cast the deciding vote.
- Provides leadership to the Society.
- Exercise general supervision and direction over the business of the Society
- Delegate tasks and responsibilities to other board members so they may take an active part in the affairs of the Society.
- Provide an orientation of new board members immediately after the election.
- Provide an opportunity for the Vice-President to share in the responsibilities.
- Initiate appropriate workshops or other in-service training for the members that will improve the whole as a Society.
- Represent the society in the community and with other community organizations.

VICE PRESIDENT:

- The Vice President shall preside over meetings when the President is absent.
- Perform duties that are directed by the President.

SECRETARY:

- The Secretary shall keep proper record of all minutes in a form of minute book of all business and transactions of each meeting.
- Shall conduct necessary correspondence, and submit minutes at each meeting.
- If the Secretary is absent from a meeting someone from the floor may be appointed.
- On or before the 15th day of January of each year, return to the department of Agriculture a list of officers elected at the annual meeting.

TREASURER:

- The Treasurer shall keep proper books of account with regard thereto and present a monthly and annual financial report to the Society.
- Present the records to designated accountant for review and prepare the financial statement for the annual meeting.
- Receive and deposit all forms of payments for the society.
- Submit all bills for approval of payment at each general meeting.

- The President may at any given time call to order a "special meeting". A special meeting must be held with the President or his/her designate. A quorum will be

SPECIAL MEETINGS:

General meetings will be held once a month, unless otherwise decided by the Officers and Board members.

GENERAL MEETING:

- The annual meeting will be held in early January of each year.
- Notice of the annual meeting will be advertised for at least four (4) weeks prior to the date of the meeting by the secretary.
- Copies of the annual financial statement will be made available to members.
- Voting for all board members and directors will be established by a majority rules vote.

ANNUAL MEETING:

Article 15 – MEETINGS:

- The tenure of office will be held from the present day annual meeting election until the following annual meeting election.
- All electronics purchased by the Society must be returned when the term has expired.

Article 14 – TENURE OF OFFICE:

Signing authority will consist of any two (2) signatures of any of the following officers who hold signing power: President, Vice-President, Secretary, and Treasurer.

Article 13 – SIGNING AUTHORITY:

- Submit copies of the monthly financial statements to the board and members at general meetings.
- Prepare cheques in payment of account for signatures.
- Prepare all necessary documentation required for the application of any grants which may be available to the society and put forward to the secretary for submissions before deadline.

- as per Article 10. Results from a special meeting shall be reported at the next general meeting.
- The notice calling any special meeting shall specify the business for which the meeting is called, and no other business shall be transacted, unless with the consent of two-thirds of the members present at such special meeting.

Article 16-AMENDMENTS:

- Amendments to the by-laws shall be made only on notice served in writing. Such notice is to be given at the meeting before the meeting at which the proposed amendment is to be discussed.
- Any amendment to the constitution must be brought up at three (3) general meetings before it can be voted on and passed.
- The by-laws shall be reviewed at the first general meeting of every year.

Article 17-AUDITING:

- The accounts, books and records of the Treasurer shall be reviewed at least once each year by a qualified accountant (as deemed by the Board). October 31st of each year shall be named as the fiscal year end. Review shall be completed before the annual meeting.
- Auditing will be done when deemed necessary by the board of directors.

Article 18 – PUBLIC AREA RULES:

- Uphold the rules and regulations as set up by the Society.
- Properly care and maintain the property for safety.
- Carry logical liability insurance.
- Use the facilities to the utmost of their capabilities.

Treasurer	_____	_____
Secretary	_____	_____
Vice President	_____	_____
President	_____	_____

Dated at the Hamlet of Tomahawk, in the province of Alberta, this 27th day of December in the year of 2012.

These by-laws and regulations were acknowledged before a general meeting or special meeting called to order for the purpose of approval of these documents consisting of members of the Tomahawk & District Sports & Agricultural Society.

ACKNOWLEDGEMENT OF BY-LAWS & REGULATIONS:

The by-laws will be reviewed at the first general meeting of every year.

Article 20 – REVIEW OF “THE CONSTITUTION”:

All documents required to be executed by or on behalf of the Society shall be authorized by resolution of the Board members and shall be executed by such officers or other persons as are designated in the authorizing resolution and those documents shall not be binding upon the Society unless properly executed on behalf of the Society as aforementioned.

Article 19 – EXECUTION OF DOCUMENTS: