
By-Laws

1. Name:

- a. The name of the society is Beaumont and District Heritage Society/La société d'histoire de Beaumont.

2. Definitions:

- a. The society shall mean "Beaumont and District Heritage Society/La société d'histoire de Beaumont".
- b. The Board shall mean the Board of Directors of "Beaumont and District Heritage Society/La société d'histoire de Beaumont".
- c. The Executive of the society shall mean the President, Vice-President, Secretary, Treasurer, and Past President.
- d. Officers shall mean the elected officials of "Beaumont and District Heritage Society/La société d'histoire de Beaumont".

3. Membership:

- a. Full membership – Any person may become a member who is interested in the objectives of the society, is 18 years of age or over, and resides in the Province of Alberta. Full members have voting privileges at general meetings, may attend both general and directors' meetings, and may serve as a director of the society.
- b. Honorary youth membership – Any person 12-17 years of age may become a youth member of the society if they are interested in the objectives of the society. They will have no voting privileges, will pay no membership fees, and may not serve as a director of the society.
- c. Honorary lifetime membership – Any person or representative of a company, organization or business may be recognized as a lifetime member of the society by nomination of the Board of Directors at a meeting of the membership. They will have no voting privileges, will pay no membership fees, and may not serve as a director of the society.
- d. Fees – Membership fees will be determined by simple majority vote of members at a general meeting. Said fees may be paid at any time during the year and shall be valid until the following annual meeting. Payment of a membership fee entitles the member to the privileges and responsibilities of membership, including voting in elections of the Board of Directors and standing for elected office in the society. Annual membership fees will be due within three months of the society's annual general meeting. Failure to pay will mean automatic suspension. Any member may have membership revoked upon reasonable grounds by a majority vote of the membership at a general meeting.
- e. Resignation of members – A member may resign from the society by notifying a Board member in writing, including facsimile or email.

- f. Expulsion of members – A member may be expelled from the society for any cause which the society may deem reasonable upon a majority vote of the Board of Directors or the general membership at a general/special meeting.

4. Board of Directors:

- a. The Board of Directors of the society shall consist of a President, Vice-President, Secretary, Treasurer, Past President, and four (4) to eight (8) Directors. The minimum number of Board members shall be nine (9), the maximum thirteen (13).
- b. The Board shall, subject to the by-laws or directions given by majority vote at any general 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 required but at least once every three months and shall be called by the President.
- c. A member can be elected to the Board by a majority vote of the membership, is present at the annual general meeting when being elected, and did not refuse the appointment. Members may also be elected to the Board if not present at the meeting but consented in writing to the position as a director prior to the election or within 10 days after the election.
- d. Directors and officers of the society will not be remunerated for their services.
- e. Any director or officer may be removed from office for any cause which the society may deem reasonable upon a majority vote of the general membership.

5. Elections:

- a. Election of directors and executive (President, Vice-President, Secretary and Treasurer) that make up the Board of Directors of the society shall be held at the annual general meeting of the society by ballot or show of hands. Obtaining nominations for the board shall be the responsibility of Board members and the membership at large.
- b. Any vacancies that may occur on the Board may be filled at the next Board of Directors meeting, provided notice of same is stated in the agenda of that meeting. Additional Board members may be appointed by the Board to complete the unexpired term of a vacancy on the Board. Such appointments must be made at a regularly scheduled meeting of the Board of Directors, but will not take effect until the next regularly scheduled meeting.

6. Executive of the Society:

- a. Shall consist of the President, Vice-President, Secretary, Treasurer, and Past President if available.
- b. Shall be elected or ratified at the annual general meeting by ballot or show of hands.
- c. Shall be responsible for the preparation of the annual budget for presentation and approval at the annual general meeting.

- d. Shall be responsible for the filing and safekeeping of all required reports and documents of the society.

7. Duties of Executive Officers:

a. President –

- i. The President shall be an *ex-officio* member of all committees and shall, when present, preside at all meetings of the society and of the board. In the absence of the President, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- ii. The Chair (usually the president) will not vote except to break a tie.
- iii. Shall provide leadership in the society, exercise general supervision and direction over the business of the society and represent the society in the community.
- iv. Shall delegate tasks and responsibilities to other board members as appropriate.

b. Vice-president –

- i. Shall act in the absence of the president.
- ii. Shall assume responsibilities as directed by the president.

c. Secretary –

- i. Shall record minutes of all meetings.
- ii. Shall keep a record of all the members of the society and their addresses, and send notices of all meetings as required by the by-laws.
- iii. Shall receive and respond to all correspondence as directed by the Board.

d. Treasurer –

- i. Shall receive all monies paid to the society and be responsible for the deposit of same in the society's designated financial institution.
- ii. Shall properly account for the funds of the society and keep such books as may be directed.
- iii. Shall present a full and detailed account of receipts and disbursements to the Board whenever requested.
- iv. Shall prepare a statement of the financial position of the society for audit and presentation at the annual general meeting.
- v. Shall submit all bills requiring approval for payment to the Board and prepare cheques in payment of any and all bills for signatures.

8. Committees:

- a. Committees will be authorized by the Board of Directors.
- b. Each committee will be organized by a Director, who will be a member of the committee.

- c. With the exception of one Director, the balance of any committee may be recruited from the general membership.
- d. Committees will receive from the Board of Directors a detailed outline of what they are expected to do, time limits for completing the tasks, directions for when and how they are to report to the Board, and directions as to a budget.
- e. Committees will set up the necessary organization to carry out the tasks as identified by the Board and to report back to the Board.
- f. Committees will have the power to develop needed sub-committees to complete the tasks.

9. Meetings:

- a. General Meetings –
 - i. The society shall hold an annual general meeting on or before March 21 of each year. Members shall be notified of said meeting in writing, by telephone, facsimile, or email fourteen (14) days prior to the date.
 - ii. The order of business for the annual general meeting must include financial reports on the past fiscal year, a review statement from the auditor(s), a budget for the coming fiscal year, a slate of candidates for election of directors and officers, and selection of the auditor(s) for the next annual reporting period.
 - iii. Special general meetings of the society may be called at any time upon instruction of the President or Board. Members shall be notified of said meeting in writing, by telephone, facsimile, or email fourteen (14) days prior to the date.
 - iv. Seven (7) members in good standing constitute a quorum at any general or special meeting of the society.
 - v. Any member in good standing has the right to vote at general or special meetings of the society. Members must be in attendance at the meeting to vote in person.
- b. Meetings of the Directors –
 - i. Meetings of the Board of Directors shall be held as often as may be required, but at least once every three months.
 - ii. A special meeting of the Board may be called on the instruction of any two members of the Board provided they request the president, in writing, to call such meeting and state the business to be brought before the Board.
 - iii. Meetings of the Board shall be called with ten (10) days' notice in writing or with three (3) days' notice by telephone, facsimile or email.
 - iv. A simple majority of of the total number of directors on the standing Board of Directors shall constitute a quorum at a meeting of the directors. A simple majority includes the Chair of the meeting, normally filled by the President or designate.

- v. In the event that quorum is not met at a Board meeting, the Executive Committee and any Directors present are empowered to conduct such business as is essential for the operation of the Society. Decisions made at such meetings will be ratified by the Board at its next meeting.

10. Fiscal Year:

- a. The fiscal year of the society shall be a twelve-month period commencing on the 1st day of January and ending on the 31st day of December each year.
- b. Official documents of the society will be kept in a "minute book" under the protection of an independent authority selected by the Board. The society seal will be kept with the "minute book".

11. Fiscal Policies:

- a. A minimum of eighty percent (80%) of all monies received by the society will go directly to advancing the objectives of the society.
- b. No member of the society shall receive any remuneration for services rendered unless approved by vote at any meeting and after notice of same has been documented in the minutes of that meeting.
- c. The Board of Directors, through its Treasurer, may expend funds on behalf of the society based on the guidelines provided by a yearly budget approved at the annual general meeting of the society.
- d. The society may borrow or raise or secure money for the purpose of carrying out its objectives. Borrowing funds or the issue of debentures shall be exercised under the authority of the society and only under the sanction of a "special resolution" of the society.

12. Auditing:

- a. The books, accounts and records of the secretary and treasurer shall be audited annually by a duly qualified accountant or by two members of the society elected for that purpose at the previous annual general meeting.
- b. A complete and proper statement of the standing of the books for the previous fiscal year shall be submitted by such auditor(s) at the annual general meeting.
- c. The books and records of the society may be inspected by any member of the society at any time, upon reasonable notice and satisfactory time to review such records.
- d. Any annual financial reporting required to the appropriate government authority will be conducted promptly following the annual general meeting.
- e. If the duly elected auditors are unable to perform their duties, the Board of Directors may appoint other members of the Society.

13. By-laws:

- a. At an annual general meeting of the society or at a special general meeting called for that purpose, the members of the society may, by "special resolution", make, alter and repeal by-laws for the general management of the society.
- b. A copy of the original by-laws and any changes duly voted upon shall be registered promptly with Service Alberta Registries, along with the original signed and dated special resolution.
- c. Subject to the by-laws of the Society, the Directors may act for and on behalf of the Society, and all grants and other funds of the Society shall be received and expended under their direction.

14. Society Seal:


- a. Beaumont and District Heritage Society/La société d'histoire de Beaumont will not adopt a society seal at this time.

15. Dissolution:

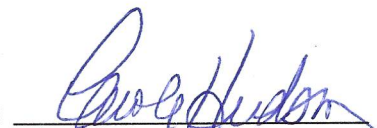
- a. Upon dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to qualified donees described in subsection 149.1 (1) of the Income Tax Act.

Signed at BEAUMONT in the Province of
Alberta, effective the 4th day of April, 2017.

President:


Bruce D. Walker

Vice-President:


Carole A. Hudson