

Lethbridge Fish and Game Association OBJECTS

ARTICLE I

The Lethbridge Fish and Game Association shall be: a non-profit and non-sectarian Association and its' objects shall be to fulfill its' pledge and to promote good fellowship, sportsmanship and fair play.

The Association endeavors to:

- 1.1 Encourage membership, individuals and any interested organized group to assist in the conservation of wildlife, and our renewable natural resources.
- 1.2 Have all members uphold the laws governing forestry, lands, wildlife and fisheries.
- 1.3 Foster, stimulate and continue a spirit of cooperation, tolerance, understanding and equality between all sportsmen, and that unity of thought and purpose be established towards this goal.
- 1.4 Promote the organization and education of youth within the Association and the public.
- 1.5 Work towards good landowner relations so that a mutual respect and understanding may be reached which will be just and advantageous to all concerned.
- 1.6 Promote the wishes of our organized sportsmen before all levels of Government.

LETHBRIDGE FISH AND GAME

ASSOCIATION BY-LAWS

1.0 NAME

The name of the Association shall be LETHBRIDGE FISH AND GAME ASSOCIATION, herein referred to as the "Association"

2.0 AFFILIATION

- 2.1 The Association may be affiliated with other Organizations, as may be deemed fit and proper in accordance with the goals and objectives of the Association.
- 2.2 The Executive shall have the power to form auxiliaries or affiliated organizations such as ladies or youth branches of the Association on the behalf of the Association.
- 2.3 The Executive shall have the authority to pay to any affiliated organization fees as may be prescribed by them in order to keep the Association in good standing.

3.0 DISSOLUTION

Should the Association dissolve or become defunct, all monies and property owned by the Association and generated from Alberta Gaming and Liquor Commission (AGLC) fundraising activities shall be donated to registered charities (as determined by AGLC). All monies and property (other than indicated above) owned by the Association shall be donated to agencies / association / societies who deliver youth safety instruction, and/or for the purpose of conserving and protecting Alberta natural resources / habitat.

4.0 MEMBERSHIP

4.1 Membership fees in the Association shall be determined by the members at the Annual General Meeting.

4.2 A Member in Good Standing is deemed such by:

Having all full dues and fees paid in full for the current calendar year.

Has fulfilled all requirements as deemed within the By-Laws of the Association.

4.3 Any member of the Association, General, Associate and Life in good standing (other than members under age 18), shall have the right to one vote per item at any general meeting of the Association.

Such votes must be made in person at a general meeting. If the majority of the executive agree, votes at executive meetings may be made in writing or by electronic means in addition to being made in person.

Each member shall upon request provide evidence of their eligibility to vote through the presentation of their current membership card or through the appearance of their name as verified through the Membership Master List prior to a vote.

4.3.1 Membership shall run from calendar year to calendar year.

4.3.2 Membership fees shall not be pro-rated throughout the year.

4.4 General Member open to any individual aged 18 or older

4.5 Youth Member open to any individual aged 0 to 17.

Youth members shall have all the rights and privileges of that of other members with the exception that they are excluded from the insurance coverage policy and are not eligible to vote.

4.6 Associate Member open to an individual aged 18 or older, who resides with that of a General Member and is considered a spouse or domestic partner.

4.7 Family Member May consist of one (1) member meeting the requirements of a General member along with (1) member meeting the requirements of an Associate Member along with minors (under age 18) – all of which resided in the same residence and are related in some form or another.

4.8 Range Member Open to any individual holding a General, Associate, and Family membership of the Association. Additional fees from that of the base membership shall be required.

4.9 Life Member - an appointment of recognition for long-term service and dedication to the Association awarded through the Board of Governors. No membership fees charged to Life Members for that of the Association or the Range Facilities.

5.0 Membership Withdrawal - Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive through the Secretary.

5.1 Expulsion of Membership - Any member upon a 3/4 majority vote of the Executive of the Association may be expelled from membership for conduct deemed detrimental to the Association.

5.2 Notice of intention must be provided in writing to the said Member of the intention of removal.

5.3 Such Member shall have the right to explain their case to the Executive before a final decision can be made by the Executive. The meeting shall be held within 30 days of serving notice to the intended member.

All reasonable efforts shall be made in choosing a time that is most convenient for the said member.

Failure to have such a meeting either by design or intention of the said Member within the 30 days shall deem the Executive to have fulfilled its obligation under Section 5.3 and the Executive may proceed with termination of said Member.

The vote shall be held by secret ballot.

Once the decision has been made by the Executive and has been served in writing to the Member, the decision is considered final with no form of Appeal available.

Membership will be suspended for a minimum of one (1) calendar year from the date of the expulsion.

5.4 All members shall be subject to all rules and By-laws of the Association

6.1 OFFICERS AND ORGANIZATION

6.2 All members of the Association (aged 18 or older) in Good Standing in accordance with the By-Laws of the Association may present themselves for consideration as an Officer of the Association, through an elected position or that of an appointment.

6.3 All members of the Association in Good Standing in accordance with that of the Societies Act of Alberta may present themselves for consideration as an Officer of the Association, through an elected position or that of an appointment.

6.4 No Elected Officer, Appointed Officer, Chairperson or Member shall receive any remuneration for his or her services.

6.4.1 (a) Notwithstanding 6.4, an honorarium may be awarded upon a $\frac{3}{4}$ majority vote authorized at the Annual General Meeting.

6.4.2 (b) Notwithstanding 6.4, a member may be reimbursed for services - provided that the services provided were approved, in advance and in writing.

6.5 Officers

The Elected Officers of the Association, as voted in shall be:

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| Immediate Past President | |
| President | elected annually |
| Vice-President | elected annually |
| Secretary | elected annually |
| Treasurer | elected annually |
| Board of Governors | 3 members – each elected to a 3 year term |

6.5.1 President – The President shall be ex-officio a member of all Committees. The President shall chair all meetings (or make arrangement for an alternate chair). The President will appoint chairpersons.

6.5.2 Vice-President – shall be the successor to the President's chair upon the end of the President's term unless voted upon otherwise.

6.5.3 Treasurer – The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company Credit Union or Treasury Branch the Executive may order. He/she shall properly account for the funds of the Association and keep such books as may be directed. He/she shall present a full detailed account of receipt and disbursements to the Executive whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Association and submit a copy of the same to the Secretary for the records of the Association.

6.5.3(a) The Treasurer shall be a signing officer on all committee and subcommittee accounts established on behalf of the Association and may delegate the responsibility of deposits and the day-to-day record keeping of such accounts to the Committee Chair.

6.5.4 Secretary – It shall be the duty of the Secretary to attend all meetings of the Association and the Executive with the exception of subcommittees and to keep accurate minutes of the same. He/she shall have charge of the Seal of the Association which whenever used shall be authenticated by the signature of the Secretary, along with that either of the President or Vice-President. The Secretary shall have charge of all correspondence of the Association and be under the direction of the President and the Executive.

6.5.4(a) The Secretary, through the direction of the Executive may have the authority to discharge correspondence through the appropriate Chairs and Committees as deemed fit by the Association for action.

6.5.5 Board of Governors – The Board shall be elected annually and each member shall serve for a period of three (3) years. The election of one (1) Board of Governor shall occur on an annual basis as the senior Governor retires.

6.5.5 (a) No member of the Board of Governors shall be re-elected to this position earlier than one (1) year after the completion of the three (3) year term previously served.

6.5.5(b) It shall be the duty of the Board of Governors to hold in escrow monies, bonds and other property of the Association.

6.5.5(c) It shall be the responsibility of the Board of Governors to have the financial statements of the Association properly audited (Association to appoint appropriate auditors) and to have two members of the Board of Governors sign the financial statements every year. The Board of Governors is to check that all records of Committees are kept up to date, and that a complete inventory of all chattels of the Association is kept.

6.5.5(d) The Board of Governors shall have the power to award certificates of merit, honorary memberships, lifetime members or other recognition for outstanding service to the Association or to conservation.

6.5.5.(e) The Board of Governors shall run the annual election of officers.

6.5.6 Members of the executive shall constitute the voting Executive of the Association, and shall be known as the "Executive".

6.5.6(a) The Executive shall consist of each elected Officer, Life Members, the Chairperson of each Standing Committee.

6.5.6(b) All members of the Executive must be a member in Good Standing of the Association

6.5.6(c) In the event a Standing Committee has an appointment of two or more individuals serving as Co-chair, only one (1) vote per Standing Committee is permitted at the Executive meetings.

6.5.7 Standing Committees. The President shall appoint the Chairperson of such Standing Committees as the Association deems necessary to carry out the Association's objectives.

6.5.8 Temporary Committee - President may appoint a Chairperson of a special temporary committee as required.

6.5.8(a) Such special or temporary committee Chairperson(s) are not considered members of the Executive.

6.5.8(b) The office of the Chairperson of a special or temporary committee shall cease to exist when they have accomplished their assigned tasks or by the time period provided for that committee.

6.5.9 Expulsion – Elected Officer An elected officer may be suspended by a 3/4 three-quarter majority vote of the Executive for conduct deemed detrimental to the Association.

6.5.9(a) Notice of intention must be provided in writing to the said Executive Member of the intention of removal.

6.5.9(b) Such elected officer shall have the right to explain their case to the Executive before a final decision can be made by the Executive.

6.5.9(b)(i) The meeting shall be held within 30 days of serving notice to the intended member.

6.5.9(b)(ii) All reasonable efforts shall be made in choosing a time that is most convenient for the said member.

6.5.9(b)(iii) Failure to have such a meeting either by design or intention of the said Member within the 30 days shall deem the Executive to have fulfilled its obligation and the Executive may proceed with termination of said Member.

6.5.9 (c) Once the decision has been made by the Executive and has been served in writing to the Elected Officer the decision is considered final with no form of Appeal available.

6.6 If an Executive member has been absent from his/her office for 6 months without acceptable reason, then this office may be declared vacant and the President shall proceed to fill the office as prescribed in the By-laws of the Association.

6.7 It shall be the responsibility of the retiring Executive to have all books, correspondence, signing authority and documents in good order and to turn this material over to the new Executive prior to the January Executive Meeting.

6.8 All Committee Chairpersons, and other appointed members, shall be provided with the materials to keep a detailed and concise record of activities and financial transactions of the Association's business by the elected Officers.

6.9 It is the responsibility of each Committee Chairperson and other appointed members that they keep detailed and concise records of activities and financial transactions as duly appointed to them.

6.9.1 Details of such activities and financial transactions be readily available for inspection by the Elected Officers or their appointment upon verbal or written request.

7.0 Amendments

The Objects and By-Laws of the Association may be amended by a special resolution of the Association Members. Special Resolution is defined in Section 1(d) of the Societies Act of Alberta (version 2005-08-01) and/or any further amendments to the Act as follows:

"1.0 (d) "special resolution" means

(i) a resolution passed

(A) at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given and

(8) by the vote of not less than 75% of those members who, if entitled to do so, vote (*as deemed acceptable under the existing By-Laws of the Association*).

(ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or

Iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy. (*as deemed acceptable under the existing By-Laws of the Association*)

8.0 Meetings

8.1 Quorum

Regular General Meeting and Annual General Meeting – A quorum of members shall be considered no less than eight (8) members in Good Standing in Accordance with the By-Laws of the Association.

Executive Meeting – A quorum of those members who constituted the Executive of the Association in accordance to the By-Laws of the Association and being no less than five (5) members.

Special Meetings - A quorum of members shall be considered no less than fifteen (15) members of Good Standing in Accordance with the By-Laws of the Association.

8.2 All meetings shall be conducted under Roberts Rules of Order, as consistent with The Alberta Societies Act.

8.2.1 Regular General Meetings The Association shall hold a minimum of four (4) regular General Meetings during each calendar year.

8.2.2 Meetings are to take place as such that no two Regular General Meetings will take place during the same calendar month.

8.2.3 The dates for such Regular General Meetings are to be determined in advance for the upcoming calendar year .

8.2.4 The election of the Officers will be held during the General Meeting in November with the Elected Officer assuming their roles and responsibilities as of January.

Each Term of Office shall run in accordance with the Calendar year.

The election of Officers shall be by secret ballot.

When the ballots have been counted the Board of Governors in charge of the election shall declare the elected Officer and call for the destruction of the ballots.

Nominations of Officers can occur throughout the year up to, and including, the meeting where elections are held. (November).

At this meeting the Board or Governors shall recommend at least one (1) name for each elected office.

8.3 Executive Meetings The Executive shall hold Executive Meetings a minimum once during each two month period for a total of six (6) times through the calendar year.

8.4 Special Meetings The President or an Elected Officer of the Association shall have the power to call a Special Meeting under the criteria of:

8.4.1 Prior forty-eight (48) hour notice of such Special Meeting is given

8.4.2 The reason and business of such Special Meeting is given

8.4.3 Only the topic identified for the call of the Special Meeting is discussed.

8.5 Annual General Meeting The Regular General Meeting held each April shall be deemed as the Annual General Meeting.

8.6 Committee Meetings The appointed Chair of each Committee may call and hold meetings pertaining their specific duties in which all General Members are to be invited.

8.6.1 The Committee members, through the Chair shall be able to set recommendations for the Association which can be presented to the Executive and/or General Membership, as a Resolution. The Committee onto itself does not have the authority to set policy of the Association.

8.6.2 The Committee does have the power to approve allotment of funds within its capacity as stated within the approved Annual Budget, presented and approved at the Annual General Meeting.

8.7 Notification of Meetings Notification meetings shall be as:

8.7.1 Regular General Meetings and Annual General Meetings shall be published by one or more of the following means:

8.7.1(a) Through the publication of dates on the Association Website

8.7.1(b) Through the transmittal of email.

Special Meetings shall be announced by one or more of the following means :

8.7.2(a) By telephone and/or e-mail or both

8.7.2(b) Through the publication on the Associations Website

8.7.2(c) Through the use of Public Service Announcements (PSA) through local Media (print, visual, sound)

9.0 Policy and Procedures

- 9.1 All matters of General Policy concerning the Association must be approved by the Executive before coming into effect.
- 9.2 Majority Vote all business transactions (other than a special resolution vote) shall be carried on a majority vote of which a minimum of 51 % must be in agreement.
- 9.3 All regular and recurring monthly bills and accounts shall be disposed of by the Executive at the regular Executive Meeting as within their capacity as stated in the By-Laws and Policy and Procedures of the Association.
- 9.5 All new projects or capital expenses in excess of Five Thousand (\$5,000.00) dollars must first be ratified at a General Meeting.
- 9.6 All bills shall be posted or give in oral notice as part of the Treasurers report at the first General Meeting following the receipt of such bills.
- 9.7 The Executive shall have the authority to borrow or to raise monies for the Association's projects, provided that such authority has been first ratified by the General Membership.
- 9.8 All new projected or capital expenses proposed by an individual member of the Executive in excess of One Hundred (\$100) dollars per month, must first be approved by the Executive.
- 9.8.1 In the event the new project or capital expense will equal or exceed \$1200. within the Calendar year, approval must be provided by the Executive.
- 9.9 All expenditures must be accompanied by a receipt in order to be considered for payment and/or reimbursement
- 9.10 All accounts less than five (\$5.00) dollars shall not be paid by cheque.
- 9.11 Petty cash – the Executive shall provide the Secretary and Treasurer with the necessary stationery and miscellaneous materials, and with a petty cash fund not to exceed Twenty-Five (\$25.00) dollars.
- 9.12 The Executive shall have the authority to hold in escrow monies for building funds and other projected.

- 9.13 The revenue of the Association shall be derived from contributions, membership, sale of supplies, and from such projects as the Association or the Executive deem proper and necessary.
- 9.13(a) Revenue from sources other than membership fees may be directed to specific purposes by the Executive.
- 9.14 Indebtedness – No member of the Association shall incur any indebtedness on behalf of the Association except as provided by the Objects, By-Laws and Policy and Procedures of the Association
- 9.15 Minutes, correspondence, documents of the Association shall be placed on file, and shall be made available to any member in Good Standing upon written request to the Executive.
- 9.16 The Executive shall have the authority to purchase flowers and/or other suitable gifts from time to time from the General Association Funds for members or other deserving individuals in case of illness or bereavement in the family.
- 9.17 Convention The Association shall elect delegates from the General Membership who are in Good Standing to attend conventions or conferences beneficial for the Association. (Such as the Annual Convention of the Alberta Fish and Game Association).
- 9.17.1 In the event the number of members wanting to participate exceeds the number permitted, a vote by secret ballot shall take place to determine those to attend.
- 9.17.2 Funds may be made available in the form of an Expense Allowance from the General Account to cover such expenses that may be incurred, by the elected delegate to attend but may not exceed the actual expense incurred.
- 9.17.3 It is the duty and responsibility of each elected delegate to provide a written report to the General Membership, suitable for publication by the next General Meeting following the Convention.
- 9.18 The Executive shall have the authority to purchase trophies and awards for members or other deserving individuals who have made an outstanding contribution to the Association.
- 9.19 The Executive shall have the authority to open separate bank accounts, or at their discretion to invest such funds in Government or Financial Institution interest-bearing bonds, or in other securities deem advantageous to the Association.

9.20 The signing authority of the Association shall consist of the President, Secretary, and Treasurer – of which the either the President or Secretary must sign in conjunction with the Treasurer. No more that (3) officers shall have signing authority at one time.

9.20.1 Additional accounts may be opened by Committees of the Association of which the Treasurer of the Association must be a signing officer and must sign on all financial transactions.

9.21 For all new projects or capital projects in excess of Five Thousand (\$5,000.00) all effort must be made to obtain a minimum of three (3) written quotes.

9.21(a) In the event where time is of essence or that three written quotes are not available, it will be deemed that all efforts have been made to comply with the requirement of minimum of three quotes acceptable for the exclusion of the three quotes provides a written explanation is provided documenting the reason at the time of submission for approval.

9.21(b) A member of good standing may provide a quote for services under the bidding process for consideration. In the event being awarded the successful bid to provide services it shall not be considered a form of remuneration as stated under the Association By-Laws.

9.21(c) It is not necessary to award the contract to the lowest bid as other factors as time, service and warranty may be taken into consideration.

9.21(d) The successful bid must be provided confirmation in writing before proceeding with the said project.

