

Adopted – November 22, 2014

Schedule B - Standard Constitution

By Laws:

- 1. Society membership is valid from January 1 - December 31 of each year. Memberships may be taken out at any time during the year - membership renewal grace period is thirty days. To be eligible to vote at the Annual General Meeting held in November each year, membership must be paid by October 1. Voting shall be by a show of hands or by ballots upon request.**
- 2. Effective 2015, the Board will send out all communications electronically, by email. This will include Agendas and Minutes of Regular and Special Meetings and the Annual General Meeting, including Annual Report material. Please ensure we have your current email address. Should you require a hard copy, please make a request to the Manager.**
- 3. A Nominating Committee shall be struck no less than thirty (30) days prior to the AGM. The Committee shall prepare a slate of nominees to stand for election at the AGM. Nominees will also be accepted from the floor.**
- 4. There shall be an Executive Council consisting of Officers of the Society: the immediate Past President, President, Treasurer, Vice President, Second Vice President, Secretary and four Trustees. The Officers of the Society shall be elected at the AGM and shall hold office for a period of one year. The Trustees shall be elected at the AGM. Two Trustees shall hold office for a period of two years and two Trustees shall hold office for one year.**
- 5. No member can serve on the Executive for more than a total of six years.**
- 6. Any member of the Executive who performs in an egregious manner and/or carries out any activity considered by the Executive to be harmful to the Society or its reputation can be removed from office by a majority vote of the Executive. An egregious act is any behaviour as identified in the Society's Volunteer Policy Manual.**
- 7. (a) The year-end financial statements shall be handed over to a Society approved CGA for final review. The CGA shall prepare tax returns for filing with the CRA.
(b) All records, financial and administrative, must be kept at the legal address of the Society.**