



Muir Lake Community League Bylaws

1. The name of the society is- **Muir Lake Community League**
2. The objects of the society are –
 - a. To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
 - b. To acquire lands, by purchase or otherwise, erect or otherwise provide building or buildings for social and community purposes.
 - c. To encourage and promote amateur games and exercises.
 - d. To provide a meeting place for the consideration and discussion of questions affecting the interests of the community.
 - e. To carry on a literacy and debating club for the discussion of topics of general interest, and to encourage the practice of public speaking among its members.
 - f. To procure the delivery of lectures on social, educational, political, economic and other subjects, and to give and arrange musical and dramatic entertainments.
 - g. To establish and maintain a library and reading room.
 - h. To provide all necessary equipment and furniture for carrying on its various objects.
 - i. To provide a center and suitable meeting place for the various activities of the community.
 - j. Generally to encourage and foster and develop among its members a recognition of the importance of agriculture in the national life.
 - k. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

2.0 MEMBERSHIP

- 2.1 An annual membership fee shall be payable January 1st of each year in advance. The amount of this fee is to be established annually by a majority vote of members present at the annual general meeting of the Society. Membership year January 1 to December 31 inclusive.
- 2.2 Members of the Society shall include:
 1. **Honorary**

An individual may become an honorary member if their name is brought before the Executive. The Executive may pass a resolution recognizing the contributions



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of the individual to the Society or the Community. This honorary member is entitled to free membership and free admittance to MLCL functions.

2. Each person residing with the Muir Lake Community League boundaries who:
 - a) Is the full age of 18 years January 1 of the same year.
 - b) Has paid the annual membership fee.

3. Each person residing outside of the Muir Lake Community League:
 - a) Is the full age of 18 years January 1 of the same year.
 - b) Has paid the annual membership fee.
 - c) Who has been present at the general meeting of the Society, and voted in, that year by a majority vote of members present at that meeting. Such voting shall be by ballot unless the meeting by resolution decides otherwise.

- 2.3 Associate members of the Society shall include each person residing outside the Muir Lake Community League boundaries:

- a) Is the full age of 18 years January 1 of the same year.
- b) Has paid the annual membership fee.

- 2.4 A member or associate member wishing to withdraw from membership may do so upon a written notice to the Executive through the Secretary.

- 2.5 If any member or associate member is in arrears for fees or assessments for any year, such member shall be entitled to no membership privileges or powers in the society until such fees or assessments are cleared.

- 2.6 Any member or associate member upon a two-thirds vote of at least ten percent (10%) of the members of the Society, at a general or special meeting, may be expelled from membership for any cause which the Society may deem reasonable.

- 2.7 The Executive, by majority vote, may suspend some of the membership privileges of any member or associate member for any cause that the Executive may deem reasonable. Such a member may appeal this suspension to the members at the next general meeting of the Society.



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3.0 MEETINGS

- 3.1 During each society year a minimum of one annual general meeting shall be held and two general meetings may be held, the dates and times to be determined by the executive.
- 3.2 The Society shall hold an annual general meeting on or before the 31 of January in each year.
- 3.3 Meetings of the Society shall be called by the Secretary upon the instructions of the President or Board by notice in writing, mailed to the last known address of each member or as otherwise routine distributed, fourteen (14) days in advance of the meeting.
- 3.4 A special meeting shall be called by the President when requested to do so by a majority of the Board or upon receipt by him of a petition setting forth the reasons for calling such meeting, signed by at least ten percent (10%) of the members. Notice shall be in writing mailed to the last known address of each member, or as otherwise routinely distributed, eight (8) days in advance of the meeting or by telephone three (3) days in advance.
- 3.5 Any member who has not withdrawn from membership nor been suspended or expelled as herein provided shall have the right to vote at any meeting of the Society. Associate members shall not have the right to vote at any meeting of the Society.
- 3.6 Votes may be made by secret ballots or show of hands, in person and not by proxy or otherwise.
- 3.7 Fifteen (15) members shall constitute a quorum at annual, general and special meetings.

4.0 EXECUTIVE OFFICERS

- 4.1 Members of the Society are eligible to become Executive officers of the Society.
- 4.2 Executive officers shall be elected or approved by a majority of the members at the annual general meeting and shall serve until their successors are elected and installed.



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- 4.3 The Executive shall consist of no less than eight (8) and no more than fifteen (15) officers and three (3) Directors. The number of Executive officers may be increased by majority vote of the Members present at a meeting of the Society.
- 4.4 Executive officers may be removed from office by having seventy-five percent (75%) vote of the Executive officers. An officer who is expelled by the Executive may appeal to the Board at a meeting of the Board of Directors.
- 4.5 If an officer of the Executive resigns his office or is suspended or expelled from the Society or should die while in office, or without reasonable excuse absence himself from two (2) consecutive meetings of the Executive, the Executive may appoint a successor to hold office until the next general meeting when a successor may be elected.
- 4.6 Executive meetings shall be held at the discretion of the Executive at least ten (10) times a year, at a time and place fixed by the President and Executive.
- 4.7 A special meeting of the Executive may be called on the instruction of any two (2) Executive officers provided they request the President in writing to call such a meeting and state the business to be brought before the meeting.
- 4.8 Executive meetings shall be called at an Executive or Society meeting or by ten (10) days' notice in writing mailed to each officer or by three (3) days' notice by telephone.
- 4.9 Four (4) officers including at least one of the President, Vice President, Past President, or Board member shall constitute a quorum and a meeting may be held without notice if a quorum of the Executive is present. However, any business at such meetings shall be ratified at the next meeting of the Executive; otherwise they shall be null and void.
- 4.10 Questions arising at any Executive meeting shall be decided by a majority vote. In case of equity of votes, the President in addition to his original vote shall have a second or casting vote.

5.0 POWERS AND DUTIES OF THE EXECUTIVE

- 5.1 The Executive shall, subject to the by-laws or directions given to it by majority vote at a meeting properly called and constructed, have full control and management of the affairs of the Society.



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- 5.2 The Executive shall consist of a Board of Directors, President, Vice President, Secretary, and Treasurer. Additional officers may include the Past President, Social Coordinator, Membership Coordinator, Building Coordinator, Fundraising Coordinator, Booking Coordinator, and other officers approved by the members of the Society.
- 5.3 The Executive will appoint Auxiliary officers as required.
- 5.4 The President shall be responsible for general management and supervision of the affairs and operations of the Society. He shall, when present preside at all meeting of the Society. In his absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairman may be elected at the meeting to preside. The president shall be ex-officio a member of all committees.
- 5.5 The Vice-President shall perform all the duties of and be subject to the same rules as the President whenever the President shall cease to hold office for any reason or be prevented from attending to his duties. He shall preside at all meetings of the Society or the Executive in the absence of or upon the request of the President.
- 5.6 The Secretary shall attend all meetings of the Society, Board of Directors, and the Executive and shall keep accurate minutes of the same. In case of the absence of the Secretary, her duties shall be discharged by such officer as may be appointed by the Executive or Board.

The Secretary shall cause to be filed with the Registrar of Companies for the Province of Alberta, the address to which all communications and notices may be sent and at which all process may be served, and shall cause to be notified the Registrar of any changes of the address. The Secretary shall, under direction of the President and the Executive, have charge of all books, papers, records, correspondence, contracts, and other documents belonging to the Society. She shall deliver up when and to whom she is authorized by the Executive to do so.

The Secretary, or other designated Executive member, shall keep a record of all the members of the Society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the Society, such monies to be promptly turned over to the Treasurer for deposit in a banking institution.



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The Secretary shall have charge of the Seal of the Society which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President, or by the signature of two (2) other Executive officers, unrelated to each other, as approved by the Executive.

- 5.7 The Treasurer shall receive all monies paid to the Society and shall be responsible for the deposit of same in whatever financial institution the Executive may order. She shall properly account for the funds of the Society and keep such books as may be directed. She shall present a full detailed accounting of receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth 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 cause to be filed annually with the Registrar appropriate documentation with accompanying fee. The statement sent must set out income, disbursement, assets, and the liabilities of the Society.
- 5.8 Duties of other officers of the Executive shall be determined by the Executive.
- 5.9 Unless authorized at any meeting and after notice of same shall have been given no Executive officer or Member of the Society shall receive any remuneration for his services as an officer or Member.
- 5.10 An Honorarium of yearly annual membership will be given to Executive and Auxiliary officers for the year following service.

6.0 BOARD OF DIRECTORS

- 6.1 The Board of Directors shall be comprised of three (3) Directors. The Board is to elect Chairman of the Board to call and preside Board meetings as required.
- 6.2 Members of the Society are eligible to become Directors.
- 6.3 Directors shall be elected for a staggered three (3) year term by a majority vote of the members at an annual General Meeting. One new Director shall be elected each year. Directors shall serve until their successors are elected and installed. If any Director resigns his office or is suspended or expelled from the Society or should die while in office, a successor shall be elected at the next



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general or special meeting to hold office for the duration of the replaced Director's three year term.

- 6.4 The Board shall receive from Members any concerns, which Members feel, have not been properly or adequately addressed by the Executive. The Board shall attempt to resolve such problems by attending or calling a meeting or special meeting of the Executive or Board.
- 6.5 The Board of Directors shall function as the Executive should the duly elected Executive cease to exist, until a new Executive may be elected at a special meeting of the Society.
- 6.6 The Board of Directors may by majority vote at their discretion suspend and assume the powers of the Executive until a special meeting of the Society at which by majority vote the Executive may be reinstated or a new Executive elected.
- 6.7 One or more Directors must attend all executive meetings, but do not have voting privileges.

7.0 BORROWING POWERS

- 7.1 For the purpose of carrying out its objectives the Society may borrow or raise or secure the payment of monies in such manner as it sees fit except by the issue of debentures which shall require a Special Resolution of the Society. The power shall be exercised only under the authority of the Society.

8.0 AUDIT OF ACCOUNTS

- 8.1 The books, accounts, and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or two (2) Members of the Society elected for the purpose at the Annual Meeting of the Society providing that they are not related to officers of the Executive.
- 8.2 An audited financial statement shall be presented to the Members of the Society at the Annual General Meeting.
- 8.3 Unless otherwise authorized by the Executive, the fiscal year of the Society shall terminate on the 31st day of December of each year.



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9.0 INSPECTION OF BOOKS AND RECORDS

- 9.1 The books and records of the Society may be inspected by any member of the Society at a General Meeting designated for such, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer(s) having charge of the books and records. Each Executive officer shall at all times have access to such books and records.

10.0 SEAL OF THE SOCIETY

- 10.1 The Executive may adopt a seal which shall be the Seal of the Society.

11.0 BY-LAWS

- 11.1 The by-laws may not be rescinded, altered or added to except by a "Special Resolution" passed by a majority of no less than Seventy-five percent (75%) of such members entitled to vote as are present in person at a General Meeting of which written notice have to be given twenty-one (21) days in advance and specifying the intention to propose the resolution as a "Special Resolution".
- 11.2 The Secretary of the Society shall cause to be filed with the Registrar of the Corporate Registrar of the Province of Alberta, a certified copy of the Resolution including the date it was passed.

12.0 LIMITATION OF LIABILITY

- 12.1 No Member or Executive officer, or Director of this Society is in his individual capacity liable for a debt or liability of the Society.