

# **OLDS & DISTRICT COMMUNITY POLICING SOCIETY BYLAWS**

**APPROVED MAY 24, 2011**

1. **MEMBERSHIP:** Membership in the society consists of representatives of various community groups and citizens at large committed to making our community a safer place through pro-active crime prevention and community policing initiatives. These groups shall be determined, from time to time, by the members at a general meeting, and will be invited to name a representative to the Society.
2. Any member wishing to withdraw from membership may do so upon a written or verbal notice to the Society through its Secretary. Any member upon a majority vote of all members in good standing may be expelled from membership for any cause which the society may deem reasonable.
3. **CHAIRPERSON :**The Chair shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Executive. In his/her absence, the Vice-Chair shall preside at such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
4. **EXECUTIVE COMMITTEE:** Executive, Board of Directors, or Board, shall mean the Executive Committee of the society. It shall consist of the Chair, Vice-Chair, Secretary, Treasurer or Secretary/Treasurer, RCMP Detachment Commander or designate, and One other member of the Society. .
5. The Executive shall, subject to the by-laws or directions given it by a majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Executive shall be held as often as may be required.
6. Members of the Executive Committee may be appointed or elected at a meeting where they are present or not, provided they have given their consent. Any member, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.
7. **SECRETARY:** It shall be the duty of the secretary to attend all meetings of the society and of the Executive, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the Chair, or, in the case of the death or inability of either to act, by the Vice-Chair. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Society. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Chair and the Executive.
8. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect any monies due the Society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.
9. **TREASURER:** The Treasurer shall receive all monies paid to the society 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 society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Society

whenever requested, and shall prepare for submission to the Annual Meeting, a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person.

10. **AUDITING:** The books, accounts and records of the Secretary and Treasurer shall be reviewed at least once each year by a duly qualified accountant or, a person with appropriate accounting training as deemed by the Executive, or by two members of the society elected for that purpose at a General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor or the Treasurer at the Annual Meeting of the Society. The fiscal year of the society in each year shall be January 1 to December 31.
11. The books and records of the society may be inspected by any member of the society at anytime upon giving reasonable notice and arranging a time satisfactory to the officer having the information.
12. **MEETINGS:** This society shall hold an **ANNUAL GENERAL MEETING** on or before May 30, in each year, of which notice to the last known address of each member shall be delivered by mail, fax or e-mail 5 days prior to the date of the meeting. At this meeting there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, (or Secretary-Treasurer), and One director at large. These officers shall form the Executive, and shall serve until their successors are elected. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society. **GENERAL MEETINGS OF THE SOCIETY** will be the 4<sup>th</sup> Tuesday of January, March, May, September and November. A special meeting shall be called by the Chair or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting. Notice shall be given to each member by mail, fax or e-mail 5 days prior to the meeting. Any four members shall constitute a QUORUM for either a general or special meeting, and meetings may be held without a quorum, provided however, that any business transactions at such meeting shall be ratified at the next regular meet; otherwise they shall be null and void. Notice shall be given in the same manner as for the Annual General Meeting.
13. **BY-LAWS.** The By-laws may be rescinded, altered or added to by Special Resolution, at a general meeting identifying the item on the Agenda.
14. **VOTING.** Any member or representative of an organization who has attended 2 previous meetings in the current 12 months, who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person.
15. **REMUNERATION:** No officer or member of the Society shall receive any remuneration for his/her services unless authorized at a meeting and after such notice for same shall have been given.
16. **BORROWING POWERS.** The Society will not be authorized to borrow.
17. The Chairperson, Vice-Chairperson, Secretary and Treasurer, or Secretary-Treasurer and one appointed member of the Executive will be signing officers of the Society. The Treasurer and at least one other designated signing officer of the Society will sign all cheques, contracts or legal agreements approved by the Executive. If it is impractical for the Treasurer to sign, the Chairperson will sign with the other officer.

18. The Registered Office of the Society is located at: **5119 – 49 AVE, OLDS T4H 1G2**

DATED: \_\_\_\_\_

Signature	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature	Address: <i>(including postal code)</i>
Print Name:	

**WITNESS:**

SIGNATURE: _____	ADDRESS: _____
NAME (Print); _____	TOWN _____ PC: _____