BYLAWS OF THE PARKLAND CROSS COUNTRY SKI CLUB

1. NAME

The name of this organization shall be Parkland Cross Country Ski Club.

1. MEMBERSHIP
2. Any person who has paid membership fees may become a member with full voting privileges. Voting shall take place in person and/or by Proxy as determined by the Executive.
3. Membership fee in the club shall be of such amount as is established by the Executive prior to the Annual General Meeting.
4. Club membership expires as of August 31st of each year and members must renew annually.
5. Members may withdraw from the club anytime and expulsion will be at the discretion of the Executive on the basis of non-payment of fees or for behaviour threatening the well-being of the Club.
6. EXECUTIVE
7. The Executive shall consist of President, Past President, Secretary, Treasurer, Mountain Tour Director; and may include a Vice President, Day Tour Director, Social Director, Publicity Director, and Director at Large.
8. The term of office for each position shall be one year, ideally with the President and Treasurer alternating election years with the Secretary and Mountain Tour Director.
9. The Executive shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Club. The meetings of the Executive shall be held as often as the business of the club shall require. Any motion shall require a simple majority to pass. At an Executive meeting, a majority will constitute a quorum.
10. The President shall preside at all meetings of the Club and of the Executive. He/She shall be an ex-officio member of all committees.
11. The Vice-President, should there be one, shall preside at meetings when the President is absent; shall assist the President with his/her duties; and shall act as a course co-ordinator.
12. The Past President shall act in an advisory capacity to the Executive.
13. The Secretary shall keep accurate minutes of all meetings of the club and of the Executive. Members may access current-year minutes and financial records through the Secretary by appointment; and prior year minutes and financial records through the City of Red Deer Archives during their open hours.
14. The Treasurer shall receive all monies paid to the Club and shall be responsible for the deposit of the same in whatever bank account the Executive may order. He/She shall promptly account for the funds of the Club and keep such books as may be directed. He/She shall present a full detailed account 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 Club. He/She shall maintain a current list of paid-up members.
15. The Social Director directs a committee that plans events throughout the year.
16. The Publicity Director shall inform the general public and Club members of Club meetings and of other Club activities and promote the Club.
17. The Mountain Tour Director plans, schedules, makes reservations for and assigns tour leaders to mountain ski trips. He/She is responsible for Club-owned trip equipment. He/She is also responsible for the Mountain Tour bank account and collecting Club monies from the tour leaders for ski trips. He/She shall promptly account for the funds of the Mountain Tour account and keep such books as may be directed. He/She shall present a full detailed account of receipts and disbursements to the Executive whenever requested; and shall prepare for submission to the Treasurer for inclusion in the Club financial records for the annual meeting, a statement, duly audited as hereinafter set forth, of the financial position of the Mountain Tour bank account.
18. The Day Tour Director is responsible for planning, scheduling, publicizing, and assigning tour leaders to weekly day tours for the general public and Club members. They will also act as course co-ordinator in the absence of a Vice President.
19. The Director at Large shall organize a committee which will deal with Club interests as the Executive directs.
20. Signing Authority: The President, Treasurer and one other Executive member shall be designated signing authorities for the Parkland Cross Country Ski Club General account. The President, Mountain Tour Director and one other Executive member shall be designated signing authorities for the Parkland Cross Country Ski Club Mountain Tour account. For both accounts, each cheque must have two signatures.
21. Directors may be removed should they miss three consecutive Executive meetings.
22. COMMITTEES

Committees shall be formed to direct specific Club functions. Each committee shall consist of one member of the Executive and several volunteers. (Other committees with specified purposes and duration may be formed as deemed necessary.)

1. MEETINGS
2. The Club shall hold an annual meeting on or before August 31st, of which due notice shall be given to all members by email, posting on the website or announcement at previous meetings.
3. A special meeting may be called by any two members of the Executive by twenty-one (21) days notice to the members by email, posting on the website or announcement at previous meetings.
4. A minimum of 9 members shall constitute a quorum at any general or special meeting.
5. Any special resolution requires approval of 75% of the members present to pass; any other motion shall require the approval of a simple majority to pass.
6. ELECTIONS

Elections shall be held at the Annual General Meeting. The Executive shall act as a Nominating Committee. Nominations will also be accepted from the floor

1. REMUNERATION

Unless authorized at any meeting, and after notice of same shall have been given, no officer or member of the Club shall receive any remuneration for his/her services.

1. FINANCES

For the purpose of carrying out its objectives, the Club may borrow or raise or secure the payment of money in such a manner as it sees fit, and in particular by the issue of debentures; but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of a special resolution of the Club. Club records and books may be inspected by members by contacting the Treasurer.

1. AUDIT

The books, accounts and records of the Club shall be audited at least once a year by a duly- qualified accountant or by two members of the Executive. A complete and proper statement for the standing of the books for the previous year shall be submitted by the Treasurer at the Annual General Meeting of the Club. August 31st of each year shall be the end of the fiscal year of the Club. An annual report to the Alberta Consumer Corporate Affairs Society must be made immediately following the approval of the financial statements, generally accomplished at the Annual General Meeting.

1. BYLAWS

The bylaws of the Club shall not be rescinded, altered or added to except by the special resolution of the Society (Club) as defined by the Societies Act. Such a resolution must be passed by a majority of not less than seventy-five percent of such members entitled to vote at a general meeting (or by proxy) of which 21-days notice specifying the intention to propose the resolution as a “special resolution” has been duly given.

1. DISSOLUTION

On the winding up or dissolution of the Club, the funds and assets of the Club shall not be distributed among any of the members. After all debts have been paid or provision for their payment has been made, the assets remaining shall be paid, transferred and delivered to one or more non-profit organizations with objects substantially similar to those of the Club. Members are to select the organization(s) to receive the assets by special resolution.