

# Bylaws of the “Alberta Mounted Shooters Association” as at January 31, 2015

- I. Name**
1. The name of the Corporation shall be the “Alberta Mounted Shooters Association”.
- II. Definitions**
1. **Corporation** shall mean the “Alberta Mounted Shooters Association”.
  2. The **Board** shall mean the Board of Directors of the “Alberta Mounted Shooters Association”.
  3. **Director** or **Officer** shall mean the elected officials of the “Alberta Mounted Shooters Association”.
  4. **Executive** shall mean the elected President, Vice President, Secretary and Treasurer of the “Alberta Mounted Shooters Association”.
  5. **AGM** shall mean the Annual General Meeting of the Corporation.
- III. Objectives**
1. The objective of the corporation shall be to maintain, develop and foster the safe handling of guns with horses in competition, and practice, and clinics. To continue to promote the sport of mounted shooting, and keep the involvement and the development of our youth and family in the Wrangler events. To promote the good sportsmanship and fellowship of all members involved in Mounted Shooting.
- IV. Membership**
1. Membership is open to all persons of good character who:
    - a) are interested in the objects of the corporation;
    - b) has paid the current annual membership fee; and
    - c) has obtained their restricted Possession / Acquisition License (PAL) and who can provide evidence of this, unless a minor.
  2. Membership fees for the subsequent fiscal year are determined at each AGM by majority vote.
  3. Payment of the membership fee entitles the person to the privileges and responsibilities of membership including voting in elections for the Board if the person has reached the age of majority.
  4. Membership fees shall be paid prior to participation in events and voting at meetings of the Corporation.
  5. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board.
  6. Any member may be expelled from membership for any cause the Corporation deems reasonable.
  7. Notification of expulsion shall be provided to organizations through which the Corporation is sanctioned as required by their rules.
- V. Board of Directors**
1. The Board of Directors of the Corporation shall consist of the President, Vice President, Secretary, Treasurer, four Directors, and the Casino Chairperson.
    - a) The elections of the Board shall be held at the AGM of the Corporation by ballot.
    - b) Removal from the Board requires a two thirds majority vote of the membership present at a special meeting held for such purpose, or at the AGM.
    - c) Board vacancies may be filled by a two thirds majority vote of the membership present at a special meeting held for such purpose, or at the AGM.
  2. No Director or Officer or member of the Executive of the Corporation shall receive remuneration for his/her services.
- VI. Terms of Office**
1. President, two year term, eligible for office after having served on the board for one year prior.
  2. Vice President, one year term, eligible for office after having served on the board for one year prior.
  3. Secretary, one year term, eligible to any member at large.
  4. Treasurer, two year term, eligible to any member at large with a bookkeeping

- background.
5. Directors, two for one year term each, and two for one two year term, eligible to any member at large.
  6. Casino Chairperson – continuous term until resignation as outlined in the Alberta Gaming and Liquor Commission regulations.
- VII. Executive**
1. The Executive of the Corporation shall consist of the President, Vice President, Secretary and Treasurer.
- VIII. Committees**
1. Any member in good standing shall be eligible to serve on any committee.
  2. All committees report to the Board and have no financial authority on behalf of the Corporation.
- IX. Annual General Meetings**
1. Nominations and elections shall be done at the AGM held before December 31 of each year.
  2. The Board shall set the meeting date, and provide notice via in person delivery, mail, or electronic device (eg. email, text, web or telephone) with reasonable notice considered to be at least 14 days.
  3. Members in good standing present, or with acceptance in writing to the Board for consideration two weeks prior to the AGM, can be nominated and voted upon for Director or Officer and Executive positions at the AGM.
  4. Nominated members shall be accepted for consideration at the AGM if they have been a member of the Corporation for one year prior to nomination.
  5. Voting shall be done at the AGM by ballot unless by acclamation (single nomination for a Director or Officer and Executive position received).
- X. Board Meetings**
1. Board meetings of the Corporation shall be held at least every three months, when and where decided by the Board.
    - a) Notice of meeting dates and locations shall be made available on the website of the Corporation.
    - b) Current meeting agenda and prior meeting minutes will be provided by the Secretary at the meeting and in advance, if available, by email to the Board.
  2. All Board meetings shall be conducted in person.
  3. Members in good standing are welcome to attend Board meetings.
    - a) Members, who wish to address the Board, shall request, in writing, to the President an agenda item for discussion.
    - b) Requests to add business items to the agenda shall be received at least seven days prior to the Board meeting.
- XI. Special Meetings**
1. A special meeting shall be called by the President upon receipt of a petition signed by one third of members in good standing which describes their reasons for requesting a special meeting.
    - a) The Board shall choose a date for the special meeting to hear the petitioned request from the members.
  2. Notice of the date for a special meeting shall be in writing to the membership from the Secretary with reasonable written notice considered to be at least eight days.
  3. A special meeting shall be called by the President upon request of the Board for a review of the bylaws of the Corporation as per section XV.
  4. A special meeting shall be called by the President upon request by the Board for dissolution of the Corporation as per section XVII.
- XII. Quorum**
1. Ten members in good standing shall be considered a quorum at an AGM or special meeting.
  2. Five members and Directors or Officers or Executive present at a general meeting or Board meeting shall be considered a quorum.

**XIII. Duties of the Executive**

1. The President's responsibilities are to:
  - a) perform administrative duties
  - b) preside at all meetings of the Board, special meetings, AGM, and other meetings as scheduled
  - c) maintain order, ensure fairness and impartiality
  - d) protect the rights of members
  - e) have the authority to sign all papers required for the business of the Corporation
2. The Vice President's responsibilities are to:
  - a) perform all duties as the President when the President is absent
  - b) have the authority to sign all papers required for the business of the Corporation
3. The Secretary's responsibilities are to:
  - a) keep a record of all minutes at all meetings
  - b) notify the membership of such meetings via in person delivery, mail, or electronic device (eg. email, text, web or telephone)
  - c) receive and process membership applications, and maintain an up to date membership list
  - d) have the authority to sign all papers required for the business of the Corporation
4. The Treasurer's responsibilities are to:
  - a) keep accurate records of all financial transactions of the Corporation
  - b) collect monies on behalf of the Corporation
  - c) pay monies on behalf of the Corporation
  - d) have the authority to sign all papers required for the business of the Corporation
  - e) provide the financial books, accounts, records and files to two members of the Corporation as elected at the AGM for review
  - f) provide the financial statements, which shall include the current year ended balance sheet and income statement, to the members at the AGM
  - g) provide financial statements, which shall include the current month ended balance sheet and income statement, at each meeting of the Board
  - h) make available all financial records for inspection by any member at the AGM or to any member of the Board with reasonable written notice considered to be at least 14 days
  - i) and to complete and submit an annual report to the Province of Alberta within the deadline as required by the Registrar of Corporations.

**XIV. Financial Responsibilities**

1. The Executive shall have the authority to sign all papers required for the business of the Corporation.
2. The Corporation will not borrow money.
3. Expenses of the Board and members are reviewed at Board meetings and reimbursed with submission of original receipts and a completed expense claim form which are submitted to the Treasurer.

**XV. Amendments**

1. Bylaws may be rescinded, altered or added to by a two-thirds majority vote at a special meeting held for that purpose or at the AGM with prior written notice of such agenda item at the AGM.
2. Notice of a special meeting for such a purpose shall be in writing to the membership from the Secretary with reasonable written notice of at least 21 days via in person delivery, mail, or electronic device (eg. email, text, web or telephone).
3. Notice of alterations to the bylaws shall be in writing to the Registrar of Corporations in the Province of Alberta for Corporate Access Number 5013949267.

**XVI. Fiscal Year**

1. The fiscal year of the Corporation shall be a twelve month period commencing on the first day of November each year.

**XVII. Dissolution**

1. Notice of a special meeting will be made for dissolution of the Corporation.
  - a) All outstanding accounts payable shall be paid, and the remaining funds will be dispensed to a charity of choice of the Corporation at the time of dissolution.
  - b) An attempt will be made to sell all assets of the Corporation. The existing Board will decide if the assets are sold individual or as a package.
  - c) If attempts to liquidate the assets through sale do not work, then the Board may donate the assets to an organization of choice at dissolution.
  - d) All gaming proceeds shall be disbursed to not for profit organizations eligible to receive such proceeds.
2. Notification of dissolution shall be in writing to the Registrar of Corporations in the Province of Alberta for Corporate Access Number 5013949267.