

Approved CORE Society Bylaws

Introduction: On May 19th 2011, Service Alberta Corporate Registry granted CORE society status. Bylaws of registered societies must meet all criteria of the Province of Alberta Societies Act. The following bylaws were approved as the bylaws of the Calgary Outdoor Recreation Enthusiasts Society.

BYLAWS OF CALGARY OUTDOOR RECREATION ENTHUSIASTS SOCIETY 19 May 2011 (Updated September, 2019)

ARTICLE I – Name

The name of this organization is Calgary Outdoor Recreation Enthusiasts Society (referred to herein as “CORE”)

ARTICLE II – Members

Section 1: Classes of membership

There are two classes of membership: Single Membership and Family Membership. All individual members 18 years of age and older have equal rights and obligations within the organization regardless of their class of membership.

Section 2: Duration of membership

A single or family membership is valid from the date application for membership is accepted and generally expires on May 31st, the end of our membership year.

The Executive committee may decide to extend a membership over the next membership year if close to the normal expiry date, or a reduced fee may be implemented for memberships established late in the membership year. This is at the discretion of the Executive Committee.

Section 3: Eligibility for membership

All adults 18 years of age and older are eligible for membership.

Two adults cohabiting under the same roof and sharing the same mailing address are eligible for a family membership. A single parent with dependent children, or two adults, with or without dependent children, cohabiting under the same roof and sharing the same mailing address are eligible for a family membership.

Section 4: Application for membership

Single and family members must fill in an application form, execute a liability waiver and pay annual membership dues at the time of application.

Section 5: Membership dues

Dues for the next membership year will be set by the Executive Committee, after review of club

finances and membership projections. Any change will be announced at a general meeting and communicated to the membership. Otherwise the dues will remain unchanged.

Section 6: Member benefits

Adult members 18 years of age and older can post, coordinate, plan and participate in CORE sponsored activities. They can also serve on the Executive Committee of CORE, or serve on any committee of CORE. Dependent children of family members may participate in CORE activities at the trip coordinator's discretion and with the guardian or parent present and attending the child.

Children may not attend CORE meetings, functions or activities if alcohol is present and being served.

Section 7: Voting rights

Adult members 18 years of age and older can vote in person at any meeting.

Section 8: Guests

Non-members may also participate in CORE events under guest status. The rules for guests will be set by the Executive Committee, but may be amended by a majority vote of the members.

Section 9: Expulsion and withdrawal of membership

For any cause which the executive committee may deem reasonable, any member may be expelled from membership upon a majority vote of members at a regular monthly meeting.

Members may also withdraw from the society before membership expiry by notifying the membership coordinator in person or by mail.

ARTICLE III – Board of Directors

Section 1: Officers

Board of Directors, Executive Committee, or Board will mean the Board of Directors of the Society. This will ideally consist of a Chairperson, a Co-chairperson, a Treasurer, a Secretary, a Membership Coordinator, a Communications Coordinator, a Website Coordinator, an Executive Trip Coordinator and two Members At-Large. At a minimum the Executive Committee will consist of a Chairperson, Secretary, Treasurer and Membership Coordinator. The members may also elect other such officers as may be required from time to time. The officers are to perform the duties outlined in the bylaws.

Section 2: Chairperson

The Chairperson will normally preside at meetings and will represent CORE, keep order at meetings, remain fair and impartial, protect the rights of all members and any other such duties appropriate to the office.

Section 3: Co-Chairperson

The Co-Chairperson will generally assist the Chairperson in such duties as necessary, and may

act as Chair at meetings in the Chairperson's absence, as well as any other such duties appropriate to the office.

Section 4: Secretary

The Secretary will keep the records of the organization, prepare meeting agendas if applicable, prepare minutes of meetings, and any other such duties appropriate to the office. The Secretary will be charged with preparing an annual return to Corporate Registry. In case of the absence of the Secretary, his/her duties will be discharged by such officer as may be appointed by the Board. The Secretary will have charge of the Seal of the Society which whenever used will be authenticated by the signature of the Secretary and the Chairperson, or, in the case of the death or inability of either to act, by the Co-chairperson.

Section 5: Treasurer

The Treasurer will be responsible for controlling the bank account, keeping proper accounting records, depositing CORE's revenues, disbursing of funds for expenses approved by the Executive Committee, reporting on the financial condition of CORE, providing guidance to the Executive Committee on matters relating to budget status. The Treasurer will also keep records that will allow an audit of the books, and any other such duties appropriate to the office.

Section 6: Communications Coordinator

The Communications Coordinator will inform members of upcoming meetings and events, when applicable, and any other such duties appropriate to the office.

Section 7: Website Coordinator

The Website Coordinator will maintain and update CORE's website, maintain the online calendar, and any such duties appropriate to the office.

Section 8: Membership Coordinator

The Membership Coordinator will receive all applications, executed waivers and membership dues, ensure that all applications and waivers are properly completed, and that all dues have been paid in full and forward those dues to the Treasurer. The Membership Coordinator will also maintain a list of all current members, with all the relevant information and make that list available to the Executive Committee. The Membership Coordinator will also be responsible for sending out the membership cards/passwords to members and any other such duties appropriate to the office.

Section 9: Executive Trip Coordinator

The Executive Trip Coordinator will monitor the online calendar and assist any member who wishes to post or plan an outdoor activity. The Executive Trip Coordinator will keep all records of these activities, including trip reports inform members of upcoming trips/events at the monthly meetings and any other such duties as appropriate to the office.

Section 10: Members At-Large

Members At-Large may be called on to assist other officers in their duties or to participate in committees, and to perform any other duties as may be approved by the Executive Committee.

Section 11: Nominations and elections

Nominations will be accepted at any time up to the time of the election. Elections will be held at each Annual General Meeting, and will be carried out by a show of hands. The Chairperson may require nominees to leave the meeting room while a vote is held. If there are no candidates or no majority selected candidates for a position at the Annual General Meeting, members can be approached after the meeting by the newly appointed Executive Committee to fill the vacancy, provided this is agreed by all the members of the Executive Committee.

Section 12: Eligibility

All adult members age 18 and older are eligible to vote for all club officers and to run for position as an officer of CORE.

Section 13: Term of office

All officers' terms begin one day after they are elected and expire after the Annual General Meeting in the next calendar year.

Section 14: Commitment

Elected officers must commit to attend the Executive Committee meetings each month unless unavoidable and should also attend all General or Special Meetings whenever possible. If an officer can no longer attend the Executive Committee meetings or misses more than is considered reasonable by the rest of the Executive Committee, they can be asked to step down by a majority vote of the Executive Committee.

Section 15: Limitations

Each person elected may serve two consecutive terms in the same office, although exceptionally, an officer may be re-elected to the same office for additional terms, if approved by the Executive Committee and voted by the membership at the election.

Section 16: Removal from office

Any officer may be removed from office upon a majority vote of members at a regular monthly meeting providing that notice of the vote was sent to the members at their last known E-mail address at least eight (8) days prior to the meeting.

Section 17: Vacancies

If there is a vacancy in the office of Chairperson, the Co-chairperson will normally become Chairperson, in which case there will be an election for Co-chairperson at the next monthly meeting. If there is a vacancy in any other office, members may fill the vacancy at any monthly meeting by majority vote.

ARTICLE IV – Meetings**Section 1: Monthly meetings**

The organization will hold meetings for the general membership dealing with club business and/or providing information of interest to the membership, at the discretion of the Executive who will make every effort to hold the meetings at a consistent place, day and time of the week. The Annual General meeting will be held at the end of May. The Annual General Meeting is the forum for receiving reports,

electing officers, and other business that may arise. Notice will be sent to the members at their last known email address at least eight (8) days prior to the AGM.

Section 2: Special meetings

The Chairperson has the authority to call a special meeting. Additionally, twenty members submitting a written request to the Secretary can call a special meeting. Notice of the meeting will be sent to the members at their last known E-mail address at least eight (8) days prior to the meeting.

Section 3: Quorum

The quorum will be twenty members of the organization.

Section 4: Record of Meetings

Minutes of The Annual General Meeting, other General and Special Meetings, and the Executive meetings will be recorded and kept by the Secretary in the CORE files.

ARTICLE V – Executive Committee

Section 1: Executive Committee composition

The Executive Committee will consist of all elected officers of the organization.

Section 2: Meetings

The Executive Committee will meet approximately one or two weeks before each monthly meeting and the Annual General Meeting. Meeting dates will be set by the officers of the Executive at a date suitable to the majority.

Section 3: Reporting

Executive meetings are not open to the membership, except where a specific member(s) has been invited, but the Minutes of the Executive will be provided upon request by the members.

Section 4: Quorum

All business transacted requires adoption by a majority of the entire Executive Committee.

Section 5: Duties

The Executive Committee's duties are to carry out CORE's objectives to the benefit of all its members. The Executive Committee has the authority to collect dues from members and to authorize expenditures.

All expenses must be submitted to the Treasurer with the relevant written documentation and subsequently approved by the Executive Committee. Expenses greater than one thousand dollars require approval by a majority vote of members at a regular meeting.

The Executive Committee represents the membership at all times.

Section 6: Compensation and awards

No Executive member will receive payment, awards or gifts from the organization without the

approval of the members, with the exception of randomly drawn door prizes or of awards with no intrinsic cash value.

ARTICLE VI – Committees and Working Groups

Section 1: Auditing

The books, accounts, and records of the Secretary, Treasurer, and Membership Coordinator will be audited at least once each year by a duly qualified accountant or by two members of the Society elected by a vote at a monthly general meeting before fiscal year end. A complete and proper statement of the standing of the books for the previous year will be submitted by such auditor(s) at the Annual Meeting of the Society. The fiscal year of the Society in each year will be April 1 to March 31.

The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at a mutually agreeable time and place upon giving reasonable notice to the officer or officers having charge of same.

Section 2: Other committees and working groups

The Executive Committee can establish other committees and working groups from time to time.

ARTICLE VII – Borrowing Powers

The CORE Society does not have any power to borrow money.

ARTICLE VIII – Dissolution

This organization can be dissolved by a “Special Resolution” at any monthly or special meeting providing that notice of the meeting, including notification of the Special Resolution, was sent to the members at their last known E-mail address at least twenty one (21) days prior to the meeting. The Special Resolution must be passed by a minimum of 75% of the votes cast at the meeting.

All outstanding bills will be paid, and any remaining money will be donated to a charity of a majority of the members’ choice.

ARTICLE IX – Amendment of Bylaws

The Bylaws may be rescinded, altered, or added to by a “Special Resolution” at any monthly or special meeting providing that notice of the meeting, including notification of the Special Resolution, was sent to the members at their last known E-mail address at least twenty one (21) days prior to the meeting. The Special Resolution must be passed by a minimum of 75% of the votes cast at the meeting.