

# GRANDE PRAIRIE ASSOCIATION FOR ARMY CADETS

## BYLAWS

### 1) Membership

- a. Any person residing in Alberta, being of the full age of 18 years and a parent / guardian of an active cadet in 2850 Army Cadets may become a member at any regular meeting of the Association. A member can not be an officer of the 2850 Army Cadet Unit or Staff CI/CIC. A person may also become a member if they show a vested interest in our activities.
- b. A Membership fee of \$1.00 will be collected annually at the beginning of the training year (or at a reasonable time) by the Secretary to be a Member in Good Standing. The Secretary of the Association will keep this list updated and review annually.
- c. A member will automatically be withdrawn from membership if their cadet has withdrawn from the 2850 Army Cadet Program unless the parent notifies the executive board they wish to remain a member. Membership can also be withdrawn by written notice by either the member or Association executive if a member is in contradiction to the code of conduct.

### 2) Board of Directors

- a. Board of Directors, Executive Committee or Board shall mean the Board of Directors of the Association.
- b. The Board shall, subject to the bylaws or direction given it by majority vote at any meeting, have full control and management of the affairs of the Association. All executive will conduct themselves with respect for others, keeping in mind the reputation of the Army Cadets in their actions and communications both internally and externally.
- c. All executive must perform all duties as outlined. Gross neglect or gross misrepresentation will lead to a written warning. Further gross neglect or misrepresentation will lead to a recommendation of dismissal forwarded to the Army Cadet League, our governing body.
- d. Elections will be called every 2 years on even numbered years.
- e. A special meeting may be called on the instruction of any 2 members in good standing provided they make this request to the President in writing, stating the business to be brought before the meeting. A meeting of the board shall be held as often as may be required, but at least once every 3 months, and shall be called by the president
- f. Regular meetings of the Board and Membership shall be called with 10 days notice in writing or electronically (Social Media, Email), or with 3 days notice by telephone. Quorum for meetings will be at minimum 10% of the members in good standing and will be counted excluding the executive members.

- g. A person appointed interim or elected to the executive becomes so if they were present at the meeting where the interim appointment or election happens, and if they do not refuse the position. Interim appointments to the executive can only happen if an elected position resigns or is removed.
- h. Any director, upon a majority vote of all members in good standing may be removed from office for any cause which the Association may deem reasonable.
- i. 2 people with the same last name or living at the same address can not hold executive positions at the same time.

### 3) President

- a. The President shall be ex-officio member of all committees and shall preside at all meetings of the Association and of the Board. If absent, the Vice President shall assume these duties. In the absence of both President and Vice President, a chairperson may be elected at the meeting to preside.
- b. The President will be the person 'in charge', responsible for supervising and overseeing the work of the other executive and ensuring they function together as an effective team. The President will also provide the overall vision and sense of direction for the Association. This position requires someone who is passionate about supporting the 2850 Army Cadet Program, serving as a role model for other executive and members of the Association. The President will be the spokesperson, representative and liaison internally with the Commanding Officer of 2850 Army Cadets and externally for the Association. The President is required to have signing authority on the bank account.
- c. The candidate should have experience on the Board before being elected President.
- d. The President is responsible for fundraising events and will coordinate with a team to complete the task.
- e. Election to this position will be for 2 years, and able to serve a maximum of 2 consecutive terms. If the president resigns or can no longer hold this position, the Vice President will assume these duties until an election takes place.

### 4) Vice President

- a. The Vice President will assume the responsibilities of the President in their absence and will work closely on the business of the association with the President as an ongoing process. This position requires someone who is passionate about supporting the 2850 Army Cadet Program and serves as a role model for other executives and members of the Association. The Vice President will actively keep up to date on the work of all committees. This position is required to have signing authority on the bank account.

- b. Election to this position will be for 2 years, and able to serve a maximum of 2 consecutive terms. If the vice president resigns or can no longer hold this position, an interim appointment will be necessary to assume these duties until an election takes place.

#### 5) Secretary

- a. This position can be combined with the Treasurer.
- b. The Secretary will be responsible to attend all meetings of the Association and the Board, and to keep accurate minutes of these meetings. In case of absence of the Secretary, these duties can be assigned to another member of the executive appointed to do so. The Secretary will be required to assist the other executive when called upon for information or correspondence. This position requires someone who is passionate about supporting the 2850 Army Cadet Program and serves as a role model for other executives and members of the Association. This person should have strong interpersonal, communication skills, and have knowledge in administration.
- c. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the Executive. The Secretary will manage the list of active members in good standing, as well as a database of contact information for the same. It will be the secretary's responsibility to send notices of various meetings as required and keep detailed organizational files and correspondence.
- d. Because of the nature of our association, the Secretary will be required from time to time to create presentations to sources both internally to our membership & Officers, as well as externally to the community at large.
- e. Election to this position will be for 2 years, and able to serve a maximum of 2 consecutive terms. If the Secretary resigns or can no longer hold this position, an interim appointment will be necessary to assume these duties until an election takes place. The Secretary should have signing authority on the bank account.

#### 6) Treasurer

- a. The Treasurer shall be the primary person to handle all funds coming in and out of the Association. This position will be responsible for accurate, timely accounting of the funds and keep such books as directed. These receipts and disbursement records must be available upon request of the membership for review. This position requires someone who is passionate about supporting the 2850 Army Cadet Program and serves as a role model for other executives and members of the association. This person should have strong interpersonal, communication skills, and have knowledge in book keeping.
- b. Each month during a regular meeting of the Association, an account of income and expenditures will be presented to the membership. This report should carry details of the expenses and the source of the incoming funds. An annual financial report will be presented at the Annual General Meeting duly audited prior to the meeting of the financial position of the Association, and a copy submitted to the Secretary for the records of the association

- c. A budget request by the Commanding Officer of the Cadet unit, with the assistance of the Treasurer will be presented to the Association and a vote will take place. Once approved, the Treasurer will distribute funds to the unit for exercises, clothing, supplies and reimbursements according to the approved budget. The Association will be responsible for income and expenses incurred by 2850 Army Cadet unit according to the approved budget. A vote by the membership will be required outside the approved budget. The Commanding officer of the Cadet unit will receive a petty cash fund of \$300 for minor expenses and incidentals incurred under \$50 and will be accounted for on a regular basis by the Treasurer. Any reimbursement more than \$50 will need to be presented to the Treasurer for payment.
- d. Financial reporting outside the organization to the Army Cadet League and Corporate Registry or any other mandated source will be the responsibility of the Treasurer.
- e. Election to this position will be for 2 years, and able to serve a maximum of 2 consecutive terms. If the Treasurer resigns or can no longer hold this position, an interim appointment will be necessary to assume these duties until an election takes place. If needed, this position can be combined with the Secretary position. The Treasurer is required to have signing authority on the bank account.

#### 7) Auditing

- a. The books, accounts and records of the Treasurer shall be audited at least once per year by a duly qualified accountant, or by two members of the Association chosen for that purposes, to be completed prior to the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting. The fiscal year end of the society in each year shall be July 15<sup>th</sup>.
- b. The books and records of the society may be inspected by any member of the Association in good standing at the Annual General Meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the executive having charge of these items. Each member of the Executive shall always have access to such books and records.

#### 8) Meetings

- a. The Association shall hold an Annual General Meeting on or before October 31<sup>st</sup> each year, of which notice in writing to each member shall be delivered by email at least 10 days prior to the date of the meeting. At this meeting there shall be elections of executive officers when any member in good standing will have the right to vote. Voting must be made in person or in writing prior to the meeting. Installation of the newly elected officers will vary from 1-3 weeks, depending on the required transition time. Any member in good standing shall be eligible to any office of the Association, and retention of this elected office will be subject to a screening process governed by the Army Cadet League. Any vacancies of the executive during the year shall be appointed interim until such a time as a new election can be called.

- b. Regular meetings of the Association may be called at any time by the President via the Secretary by written notice delivered by email 7 days prior to the meeting. A special meeting shall be called by the President upon receipt of a petition signed by two or more members in good standing, setting forth the reasons for calling such a meeting by email 7 days prior to the meeting.
- c. 10% of the membership in good standing shall constitute Quorum at any meeting.

#### 9) Remuneration

- a. No executive officer or member shall receive remuneration for his or her services unless authorized at any meeting, and after notice of the same has been given.

#### 10) Borrowing Powers

- a. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such a manner as it thinks fit, and particularly by the issue of debentures. This power shall be exercised only under the authority of the Association and its governing bodies and in no case shall debentures be issued without the sanction of a special resolution of the Association.

#### 11) Dissolution

- a. The Association can be dissolved at any time if majority of the membership, together with the Army Cadet League and Officers of 2850 Grande Prairie Army Cadets agree that the Association has not carried out its duties fairly and honestly.
- b. Upon dissolution, all funds and property owned by the Association will be used to pay any outstanding debts, shall be transferred and delivered to the Commanding Officer of 2850 Grande Prairie Army Cadets for their own use absolutely.
- c. The dissolution of this Association and transition of property and funds will be overseen by the Army Cadet League Representative assigned to 2850 Army Cadets.

#### 12) Bylaws

- a. The Bylaws may be rescinded, altered or added to by a 'Special Resolution' and vote from the members in good standing with notice of the changes announced to the membership one month prior to the vote.