

BY-LAWS - Miniature Enthusiasts of Edmonton
Effective Date - September, 2009

1. Membership

- a) Any person, eighteen years or over, who is interested in making, collecting, or supporting the miniaturists' hobby.
- b) Fees are sixty dollars (\$60.00), with no charge for meetings or workshops.
- c) Any member may resign from membership in writing, by email or by telephone to the Club Secretary.
- d) The Club reserves the right to expel any member who is not acting in the Club's best interest in the opinion of the majority of members.
- e) Members have the right to participate in all club-sponsored workshops by registering for the workshop.
- f) Any member in good standing (who has paid their annual fee) shall have the right to vote at any meeting of the Club. Such votes must be made in person, not by proxy or otherwise.

2. Meetings

- a) General meeting is held in the third week of the month (except July, August, and December).
 - i. Members will be notified of any changes to the schedule by email, mail or telephone one (1) month in advance, or in the case of an emergency (e.g. inclement weather) as soon as possible.
- b) Annual meeting is held in the third week of June. Notification will be given by word-of-mouth, email or by telephone one (1) month in advance.
- c) Special meetings - members will be notified by telephone three (3) days in advance
- d) Workshop meetings may be held on other nights, on the decision of the membership.
- e) Quorums at general meetings will be fifty percent (50%) of the membership. Quorums at special meetings will be fifty percent (50%) of the membership.

3. Officers/Directors

- a) The elected officers shall be president, vice-president, treasurer, secretary, workshop coordinator. There shall be 4 (four) directors appointed by the executive.
- b) Duties of Executive Officers:

The president shall preside at all meetings (general, annual, executive, special), and shall perform those duties expected of a president. The president will also be ex-officio of all committees. The president is responsible for archiving the minutes of all meetings.

The vice-president shall preside in the absence of the president.

The secretary shall be responsible for all correspondence of the Club and for the minutes of all meetings (general, annual, executive, special).

The treasurer shall receive all monies and pay bills. There shall be one (1) signature on all cheques, but two (2) signing authorities, President and Treasurer.

The workshop coordinator shall be responsible for the workshop program.

- c) In April of each year the nominating committee shall prepare a slate of officers to be voted on by the June (Annual) meeting membership. The chairman of the committee will be a

member in good standing, selected by the membership of the club. There will be two (2) members chosen by the chairman to assist.

- d) No executive shall hold the same position for more than 2 (two) consecutive years.
- e) The executive shall meet prior to the regular meeting to prepare an agenda.
- f) Nominations also may come from the membership in attendance at the annual meeting.
- g) Officers or directors may be removed from office by a resolution passed by the majority of the executive if their duties are not being fulfilled.
- h) The executive will manage the affairs of the Club.
- i) There will be no remuneration for any position.

4. Financial Affairs

- a) The books shall be audited at the end of each fiscal year to be presented to the membership at the next general meeting. Two (2) qualified people from within the membership may be used or an accredited person may be hired to do this job.
- b) The Club will not borrow money.
- c) Any expenditure of funds over \$50.00 must be approved by the general membership at a regular meeting.

5. Record Keeping

- a) The secretary is responsible for taking minutes at all meetings (general, annual, executive, special). The minutes are given to the President before the next meeting. In case of the secretary's absence, his/her duties will be done by an officer appointed by the executive.
- b) Each executive member will keep records pertaining to his/her individual portfolio.
- c) The membership can inspect any books and records at the Annual meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officers in charge.

6. Other

- a) Amendments and additions to the bylaws must be made by a special resolution by notice of motion at least thirty (30) days prior to the motion at the meeting. All active members must be notified by email or mail.
- b) All meetings shall be governed by Robert's Rules of Order.
- c) Agendas for general meetings shall be determined at executive meetings.
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- e) Suggested order for general meetings is:
 - 1. Call to order
 - 2. Minutes of last meeting
 - 3. Treasurer's report
 - 4. Correspondence
 - 5. Committee Reports
 - 6. Old Business
 - 7. New Business
 - 8. Program
 - 9. Adjournment.