

CENTRAL ALBERTA MOUNTAIN CLUB (CAMC) BY-LAWS

Article 1 Membership

Admission of Members

- Any individual may become a Member of CAMC
- Members 15 years and younger must be accompanied by a parent/guardian on all CAMC activities

Membership Fees

- The annual membership fee shall be an amount recommended by the Executive and voted upon by the majority of members in good standing present at the Annual General Meeting (AGM)
- Membership shall be Single or Family. Family will be two or more individuals living at the same address
- Membership fees must be paid prior to participating in any club activity
- Membership fees are non-refundable

Membership Year

- Membership year shall be April 1 through March 31
- Members may join at any time
- Membership fee for those joining between April 1 and September 30 will be 100%; those joining after October 1 will pay 50%

Waivers

- Waivers must be completed prior to participating in any club activity
- A completed and signed waiver is required each membership year by all members including lifetime members
- Parents/guardians will sign the waiver on behalf of children 17 years and younger who live with their parents/guardians
- Members 17 years and younger participating with a non-guardian (i.e., grandparent, aunt) require a waiver specific to the trip and signed by their parent/guardian

Membership List

- A membership list will be maintained and shared with all members
- This list is not to be shared, sold or used for private gain

Rights and Privileges of Members

Any member in good standing is entitled to:

- Sign up and participate in CAMC activities
- Receive notice of meetings
- Attend any meeting
- Speak at any meeting
- Vote at AGM
- Put name forward or nominate current member for an executive position
- Post photos from club trips on CAMC Facebook page

Member in Good Standing

A member is in good standing when:

- The member has paid membership fees and
- The member has signed the waiver

Lifetime Membership Award

The Club Executive may award a lifetime membership to a member that has provided outstanding service to the club. Any member in good standing may nominate a member. The vote must be unanimous by the Club Executive. Minimum criteria for selection are:

- Nominees have served at least 3 terms on the Club Executive
- Coordinated trips for at least 5 years

A maximum of one award may be given in any year. The award will be presented at the AGM. Awardee will receive a lifetime membership and be identified on the website.

Voting Members

- Member must be in good standing
- Must be at least 16 years old

Expulsion for Cause

Any member may be expelled for just cause as determined by Executive. Just cause includes but is not limited to members who have:

- Failed to abide by the Bylaws
- Disrupted meetings or functions of CAMC

The member affected must be notified in writing of the expulsion including the reason

Resignation

Any member wishing to withdraw from membership prior to the year ending, may do so upon notifying the Executive via e-mail and will be removed from the membership list.

Article 2 Meetings

Annual General Meeting

The AGM will be held in March of each year; notification will be sent out via email 2 weeks in advance. The AGM deals with the following:

- Adopting the minutes of the last AGM
- Reviewing the financial statements to date setting out CAMC's income and disbursements and the past years audit
- Presenting a budget for the upcoming year
- Appointing the auditors
- Electing the Executive to be in place April 1
- Considering matters specified in meeting notice

Memberships for current year will not be sold at AGM; only memberships for upcoming year will be sold at AGM.

General Meetings

General meetings will be held as required; 7 days notice will be sent via e-mail to current membership

Executive Meetings

Executive meetings will be held at least three times a year

Quorum: 5/7 Executive members

Article 3 The Executive

The Executive of CAMC

The Executive shall be comprised of:

- President
- Vice President / Secretary
- Treasurer
- Communications / Membership
- Webmaster
- Trip Chair
- Program Coordinator

Executive Position Descriptions

President

- Drafts meeting agenda with member input
- Conducts general, AGM and executive meetings
- Brings forward relevant information to meetings
- Does not vote; however, will break a tie
- Represents the group or delegates a representative for public information releases

Vice President / Secretary

- Performs duties of the President in their absence
- Assist with duties of the President as required
- Records minutes of all meetings
- Retains minutes of meetings

Treasurer

- Accounts for the funds of CAMC and maintains financial records
- Presents a full detailed account of receipts and disbursement to any member in good standing whenever requested
- Prepares financial records of April 1 to March 31 for auditing
- Ensures an audit is completed annually
- Pays bills on time
- Prepares financial report of previous fiscal year for AGM
- Prepares annual budget to present at AGM
- Collects all fees due
- Delegates the collection of fees to another member if unable to collect fees
- Retains financial records

Communications / Membership

- Notifies members of upcoming meetings and events
- Accepts and reviews membership forms/waivers
- Ensures appropriate completion of membership forms and waivers
- Creates and maintains current membership list
- Distributes membership list to current members
- Monitors club email and responds to inquiries

Webmaster

- Maintains website
- Posts trip reports, minutes and other notices as required
- Approves Facebook requests and posts

Trip Chair

- Coordinates and organizes CAMC's summer and winter trip schedules
- Maintains club first aid kits
- Ensures bear spray is current
- Facilitates access to club gear for CAMC trips
- Maintains list of assets (club gear)

Program Coordinator

- Ensures there are members to coordinate socials
- Arranges speaker/presentations for general meetings
- Coordinates courses/ workshops for general membership
- Collects required workshop fees from participants and provides to Treasurer
- Arranges for refreshments/ snacks for meetings

Elections

- The executive positions are filled using process of nominations and majority vote
- Positions are held for a period of two years
- Elections for president, Trip Chair, webmaster will be in even years and elections for Vice Presidents, Treasurer, Communications and Program Coordinator will be in odd years
- If the president is unable to complete the term, the Vice President will step into the role. All other positions that become vacant will be filled using process of nominations and majority vote
- President will preside over elections
- Maximum number of terms served will be two; must be off the executive for at least one term before accepting a nomination for an executive position

Article 4 Finances

Signing Authority

The signing officers shall be the Treasurer and at least one additional member of the executive

Audit

- Two general members (non-executive) will complete the audit annually by June 30th

- Members will put their names forward; a vote will occur as required at AGM
- The audit is available for all members to view

Borrowing Funds

CAMC will not borrow funds

Fund Raising

CAMC may raise money in such manner as it thinks fit

Remuneration of Executive

No member of the CAMC Executive will receive any payment for services

Expenses

An expense in excess of \$200 requires approval by general membership if not part of approved annual budget

Article 5 Club Trips

Trip Types

- Trips may include but are not limited to hiking, biking, kayaking, canoeing, snowshoeing, cross country skiing, downhill skiing, snowboarding
- Club coordinated trips exclude glacier travel, travel in avalanche terrain, and class 2 to class 6 rapids. An exception will be made if led by a third-party guiding company with proper credentials and they provide necessary training
- The Executive will approve Trip Schedules prior to publication
- Pets are not allowed on club trips

Trip Coordinators

- All trips are led by a Trip Coordinator
- To become a Trip Coordinator requires application to CAMC Executive
 - o CAMC Executive will consider applicants' experience and demonstrated leadership skills prior to granting Trip Coordinator status
- Active Trip Coordinators and Lifetime members are able to borrow CAMC equipment for personal use if not required for club trip

Article 6 Amending the Bylaws

- These bylaws may be cancelled, altered or added to
- Approval of a change in bylaws requires a 75% vote of Members in attendance at the AGM

Article 7 Distributing Assets and Dissolving the Club

- CAMC will not distribute its assets or property among club members
- If CAMC is dissolved, any funds or property remaining after paying all debts will go to a Registered Charity designated by the remaining membership

Article 8 Retention of Records

All records will be kept for 7 years

Article 9 Committees

The executive will create and dissolve committees as required