

SOCIETY BYLAWS - First Draft

NAME OF SOCIETY: Calgary Egyptology Society

MEMBERSHIP

1. Membership fee in the society shall be determined, from time to time, by the Board of Directors. Any adult person may become a member upon payment of the fee.
2. Any member wishing to withdraw from membership may do so without notice. If any member is in arrears for fees or assessments for any financial year, such member shall be automatically suspended at the end of 3 months from the beginning of such financial year and shall thereafter be entitled to no membership privileges or powers in the society until payment of fees or assessments.
3. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

PRESIDENT

4. The President shall be ex-officio a member of all committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

BOARD OF DIRECTORS

5. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
6. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every year, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each Board member or by three days notice by telephone or E-mail. Any business transactions at such meetings shall be ratified at the next regularly called meeting of the society; otherwise they shall be null and void.
7. Any person appointed or elected a director becomes a director if they are present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they are not present at the meeting but consented in writing to act as director before the appointment or

election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

8. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

SECRETARY

9. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In the case of the absence of the secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

10. The Secretary shall also keep a record of all the members of the society and their addresses and E-mail addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company., Credit Union or Treasury Branch as required.

TREASURER

11. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

AUDITING

12. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society elected for that purpose at the Annual 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 Meeting of the society. The fiscal year of the Society in each year shall be September 1 – August 31.

13. The books and records of the Society may be inspected by any member of the Society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

14. This Society shall hold an annual meeting at the time of the last lecture of the year in late spring, of which notice in writing to the last known address of each member shall be delivered in the mail or by E-mail ten days prior to the date of the meeting. At this meeting, there shall be elected a President, Vice-president, Secretary, and Treasurer (or Secretary-Treasurer). The officers so elected shall form a Board and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Society.
15. General meetings of the Society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, or by E-mail, eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, or by E-mail, delivered eight days prior to the meeting..
16. 50% of members plus one member, all in good standing, shall constitute a quorum at any meeting.

VOTING

17. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Society. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

18. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the Society shall receive any remuneration or financial benefit for his/her services.