

# CENTRAL ALBERTA MOUNTAIN CLUB CONSTITUTION

The Constitution of the Central Alberta Mountain Club may be altered or added to by an “Extraordinary Resolution” passed by a majority of not less than three-fourths (3/4) of such members entitled to vote as are present in person at a General Meeting of which notice has been posted on the Club website and by email to all members in good standing specifying the intention to resolution has been duly given.

## 1.) AIMS AND OBJECTIVES

- To promote awareness about the mountains.
- Provide a medium of access for people to experience the mountain environment.
- Provide Training through courses and workshop related to mountaineering skills.
- Provide a communication channel for the exchange of trip experiences and ideas.
- Hold regular executive and general membership meetings.

## 2.) MEMBERSHIP

Membership fees shall be determined from time to time by the members at a General Meeting. Memberships will be sold on an individual or family basis. A family shall constitute two or more individuals living at the same address. Memberships shall be valid from April 1<sup>st</sup> to March 31<sup>st</sup>, memberships purchased during February and March will be valid until March 31<sup>st</sup> of the following year.

Membership is open to anyone interested in the mountains. Children under the age of eighteen (18) must be accompanied by a parent or guardian on all Club Outings.

Any member wishing to withdraw from membership may do so at any time. If any member is in arrears for fees or assessments for any year, such a member shall be automatically suspended at the expiration of two months from the beginning of the period for which those fees are owed and shall thereafter be entitled to no membership privileges or powers in the club until reinstated. Any member upon a two-thirds vote of Executive members in good standing at a duly convened Executive Meeting of the Club may be expelled for any cause which the Executive may deem reasonable.

### 3.) MEETINGS

The Club shall hold General and Executive Meetings **as needed and at least once each year in March to present the financials of the club.**

### 4.) VOTING

Any member in good standing has the right to vote at any General Meeting. Such votes must be made in person, not by proxy.

### 5.) RULES OF ORDER

All meetings will be governed by “Canadian Rules of Parliamentary Procedure”

### 6.) BORROWING AND SPENDING

One (1) month’s notice to be placed on the Club website shall be required for any financial decision greater than \$200.00 if that expense is not part of the approved Annual Budget. For the purpose of carrying out its objectives, the Club may borrow, raise or secure the payment of money in such a manner, as it thinks fit, and in particular, by the issue of debentures. This power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of an extraordinary resolution of the Club.

#### 6.1) GIFTS

The Executive Committee may make gifts to individuals or groups whose aim, in the opinion of the Committee, is consistent with the aims of the Central Alberta Mountain Club. Such gifts will be limited to twenty – five dollars (\$25) per gift with the total annual disbursement limited by the approved club budget. Gifts of over twenty – five dollars (\$25) or exceeding the budget may be approved by a quorum as defined by the Constitution of the Central Alberta Mountain Club.

### 7.) REMUNERATION

Unless authorization at any meeting and after notice of same shall be given, no officer or member of the Club shall receive remuneration for services rendered.

## 8.) AUDITING

The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club chosen by the President for that purpose.

March 31<sup>st</sup> in each year shall be the end of the Club's fiscal year.

Any member of the Club may inspect the books and records of the Club at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Executive shall at all times have access to such books and records.

## 9.) REPRESENTATION

No member of the Club shall act as a spokesperson for the Central Alberta Mountain Club without prior approval of the Club Executive.

All Club members shall conduct themselves in a responsible manner in order to uphold the reputation of the Central Alberta Mountain Club.

## 10.) ELECTIONS

The Club's elections shall be held at the March General Meeting. The individuals elected shall form an Executive committee 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 newsletter prior to the meeting. Any member in good standing shall be eligible to any office in the Club, dependent upon the rules of election.

A Nominating Committee shall be established to solicit general members to run for executive positions. Nominations may also be made from the floor. Nominees must be members in good standing.

All executive Committee members shall be elected into **non**-specific executive positions at the March General Meeting.

The following procedures shall be used:

1. Executive positions shall be effective for a period of two (2) years. The executive shall comprise 6-8 people. Each year 3-4 spots shall be open. The executive shall elect a president and a treasurer for the next year. All other jobs will be handled by the remaining members of the executive as decided by the executive. Any executive member may perform any job.
2. Only Club members in good standing shall be allowed to vote in the Club's elections. Memberships will not be sold at the April General Meeting before elections are completed.

#### 11.) EXECUTIVE COMMITTEE

These Executive positions may be revised from time to time as the needs of the Club change. The duties of each position are outlined as follows;

##### 11.1) President

Act as the external representative and spokesperson for the Club. Chair all General and Executive Meetings of the Club. In the President's absence the Vice-president shall preside at any such meetings. Introduce suggestions for new projects or events for the Club to get involved in. Facilitate modifications and improvements to the Club. Be an ex-officio member of all committees

##### 11.2) Vice-President

Attend all General and Executive Meetings of the Club. In the absence of the President the Vice-President shall be Chairman of all General and Executive Meetings of the Club. Maintain and update the Club archives. Be responsible for selling Club promotional items (t-shirts, mugs, stickers, etc. Assist with the duties of the President as required. Keep copies of all Club correspondence. Take the minutes at all meetings.

##### 11.3) Treasurer / Membership Chairperson

Receive all monies paid to the Club as well as be responsible for the deposit of same in whatever bank the Executive may decide. Issue cheques for all Club payables; all cheques are to be double – signed by any two of the following: President, Vice-President, and Treasurer. Properly account for the funds of the Club and keep such books as may be directed. Present a full financial statement from the previous fiscal year at the March General Meeting. Present a budget for the coming year at the March General Meeting. Accept membership applications from non-members and renew existing memberships. Keep a record of all the members of the Club with their addresses and contact number(s) and provide this membership information to Trip Coordinators and Executive Members upon request.

#### 11.4) Trips Chairperson

Co-ordinate and organize the Club's trips schedule. The summer schedule should be planned in March / April and be submitted to the Website Editor for posting on the Club website. Arrange for Coordinators for each trip and ensure that they know their responsibilities. Ensure that the Treasurer receives all monies collected (i.e.; hostel, trail permit fees, etc.) Investigate and record any safety-related complaints and/or incidents from trip participants/or Trip Coordinators. Investigate and record any accidents occurring on Club Scheduled Trips. Obtain any available information on mountain safety awareness, risks and hazards.

#### 11.5) Program/ Courses Chairperson

Arrange for a speaker/presentation at each General Meeting. Ensure that any audio-visual equipment needed for the presentation is available. Arrange for refreshments and snacks for each General Meeting. Provide a brief write-up of each month's speaker/presentation, social activity and the location and time of General Meeting, for inclusion on the Club website.

Co-ordinate and organize various courses and workshops for the Club. Courses included each year may include, but are not limited to: wilderness first aid, map and compass use, backpacking and leadership skills. Submit brief descriptions of scheduled courses to the Website Editor for publication on the Club's website. Have a course sign-up sheet for upcoming courses at the monthly General Meetings, include brief descriptions of each course. Arrange for transportation, accommodation and trip coordinators as required. Collect course fees from each participant and ensure that the Treasurer receives all monies collected (i.e.: hostel fees, instructor fees, trail permit fees, etc.).

#### 11.6) Web Editor

Solicit contributions from Club members and Executive for inclusion on the Club website, including and specially reports of all Club-scheduled trips (articles should be

delivered as soon as possible after the trip to the Editor. Maintain the website in good order and post trip reports and other news as required in a timely manner.

## 12) Lifetime Membership Award

The Club Executive may in its sole discretion award one lifetime membership per year to a member that has provide outstanding and long term service to the club.

The criteria for selection are

- Any member in good standing may nominate any member or previous member that meets the criteria providing the details in writing or email to the Club Executive
- Only one award shall be given in any given year.
- Award may not be awarded in any given year.
- Nominees must have
  - Served at least 3 terms on the Club Executive.
  - Been or currently are a trip coordinator for at least 5 years.
  - Contributed in other ways to the Club (ie lead and taught various courses for the Club).
- The vote must be unanimous by the Club Executive.
- Award will be presented at the meeting held in April.
- Awardee will receive a lifetime membership, a certificate and listed on the website as the awardee.

## 13) Chapter or Satellite Clubs

The Club Executive may approve the formation of Chapter or Satellite Clubs of the CAMC as a local hiking club under the umbrella of the CAMC

- City or town in which the said clubs are formed must be at least 85 kilometers from Red Deer.
- Said clubs are ruled by the Constitution and By-Laws of the CAMC.
- All monies collected shall be remitted to, held by and used at the sole discretion of the CAMC.
- All members of said clubs are members of CAMC and have the same benefits and responsibilities as local members excepting they may only have one member on the Executive at any given time.
- A local representative will be appointed to hold local meetings if necessary. Said representative does not have the power to enter into any negotiations or contracts on behalf of the CAMC without the explicit permission of the Club Executive.
- Said clubs can only be formed by approval of the Club Executive in its sole discretion.

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