



TOKUGAWA JUDO CLUB

Society Bylaws

MEMBERSHIP

1. Membership fees, if any, in the society shall be determined, from time to time, by the Board of Directors. Any person residing in Alberta may become a member upon payment of the fee. Family of such member may in the same manner become a member by association.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter not be entitled to membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause that the society may deem reasonable.

BOARD OF DIRECTORS

3. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
4. The Board shall consist of The President, Vice President, Past President, Secretary, Treasurer and Head Instructor.
5. 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. Meetings of the Board shall be held as often as may be required, but at least once every three months, 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 meeting, and state the business to be brought before the meeting. Dates of meetings of the Board shall be posted at the club 14 days prior to the date of the meeting or by three days notice by fax or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice If a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

6. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director, if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within 10 days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
7. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause that the society may deem reasonable.
8. The Board can appoint a member to a board position if that position becomes vacant before the end of the term.

PRESIDENT

9. 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.
10. This position shall run for a 2-year term and coincide with the Secretary, opposite that of the Vice President and Treasurer.

VICE PRESIDENT

11. It shall be the duty of the Vice president to assist the President and or Board on an as needed basis and to preside at any or all meetings in the absence of the President.
12. This position shall run for a 2-year term and will coincide with the Treasurer, opposite that of the President and Secretary.

PAST PRESIDENT

13. It shall be the duty of the Past President to remain in office for a period of 1 year after his/her term to act as an advisor and to add continuity to the Executive.

SECRETARY

14. 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 case of the absence of the Secretary, such officer as may be appointed by the Board shall discharge his/her duties. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
15. The Secretary shall also keep a record of all the members of the society and their addresses, send all notice 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.

16. This position shall run for a 2-year term and will coincide with the President, opposite that of the Vice President and Treasurer.

TREASURER

17. 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 record of the society. One person may fill the Office of the Secretary and Treasurer if any annual meeting for the election of officers shall so decide.

18. This position shall run for a 2-year term and will coincide with the Vice President, opposite that of the President and Secretary.

HEAD INSTRUCTOR

19. The Head Instructor shall be appointed by the Board of Directors and will be a member of the board.
20. The Head Instructor may receive an annual honorarium, an amount established by the Board of Directors & payable no later than the end of the fiscal year, Aug.31.
21. The Head Instructor shall be the Sole Authority on all technical operations of the club. The Head Instructor or his Delegate shall conduct all Classes and Clinics pertaining to technical operations.

BINGO/CASINO COORDINATOR

22. It shall be the duty of the Bingo/Casino Coordinator to attend to all business related to Bingo and Casino functions.
23. He/she shall supply and post sign-up sheets for Bingo volunteers, ensure that minimum volunteer requirements are met, and notify volunteers of any changes to Bingo dates and times, etc.
24. Record and post the Bingo's per Family Requirements.
25. Attend the WEBA (West Edmonton Bingo Association) AGM to represent our Society and report to the next executive meeting.

26. Attend all Casino meetings as required and report to the next executive meeting.
27. Prepare and coordinate all required volunteers and documents related to the Casino
28. Coordinate and conduct all aspects of the Casino as outlined in the GAIN workbook supplied by the AGLC.
29. Any member of the executive shall act as Bingo Chairperson at a Bingo event in absence of the Bingo/Casino Chairperson.

REMUNERATION

30. Unless authorized at any meeting and after notice for it shall have been given no officer, director or member of the association shall receive any remuneration for his/her services.

CORPORATE SEAL

31. The society does not have nor will it use a corporate seal.

ANNUAL GENERAL MEETING

32. This society shall hold an annual general meeting on or before Nov 29 in each year, of which notice shall be posted at the club 14 days prior to the date of the meeting or by fax or phone 3 days prior to such meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary- Treasurer) if the position term is due. **The President/Secretary positions will be concurrent with odd calendar year, while the Vice President/ Treasurer position will be due in even number calendar years.** 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.
33. The Secretary upon the instructions of the President or Board may call general meetings of the society at any time. Notice shall be posted at the club 14 days prior to the date of the meeting or by fax or phone 3 days prior to such meeting. The President shall call a special meeting 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. Notice of which shall be by letter to the last known address of each member, delivered in the mail eight days prior to the meeting. .
34. Five(5) members in good standing shall constitute a quorum at any meeting.

AUDITING

35. The books, accounts and records of the Society 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. If no one is elected, the board can appoint 2 members. Such auditor / members, at the Annual Meeting of the society shall submit a complete and proper statement of the standing of the books for the previous year.
36. The fiscal year of the society in each year shall be Sept 01 to Aug 31.
37. 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 it. Each member of the Board shall at all times have access to such books and records.

VOTING

38. Any member over 18 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. Only 1 vote per immediate family if member(s) is(are) under 18.

BORROWING POWERS

39. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner, as it thinks fit. In particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

BYLAWS

40. The Bylaws may only be rescinded, repealed, altered or added to by a "special resolution".

DISSOLUTION

41. Upon dissolution, after paying debts and liabilities, any remaining assets or monies will be:
- a. Disbursed to eligible charitable or religious groups or
 - b. Transferred in trust to a municipality, until such time as the assets can be transferred from the municipality to a charitable or religious group approved by the board or
 - c. Disbursed to the Alberta Kodokan Black Belt Association.