

Cappy Smart Enhancement Board  
Society Bylaws  
Feb 20, 2022

**Membership**

1. Any person residing in Alberta, being the full age of 18 years, may become a member upon agreeing to become a member by providing their contact information.
2. Any member wishing to withdraw from membership may do so upon written notice to the secretary of the society.
3. The society may for any reason remove a member providing such member has been given twenty one (21) days in advance of the next meeting. This is so that member can be heard prior to being removed.
4. Members have the right to attend all meetings, have voting privileges at meetings, and run for election at the Annual General Meeting.

**Board of Directors**

1. The Board of Directors, executive Committee or Board, shall meet the Board of Directors of the Society.
2. 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 three (3) months. These shall be called by the President.
3. The Officers of the Board are:
  - 3.1 President

The President shall be ex-officio a member of all Communities. They shall, when present, preside at all meetings of the society and of the Board. In their 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.
  - 3.2 Vice-President

The Vice-President assists the President with duties as assigned, In the absence of the president, they assume the President's duties.

### 3.3 Secretary

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, their duties shall be discharged by such an officer as may be appointed by the Board. The secretary shall have charge of all correspondence of the society and be under the direction of the President and the Board. The secretary shall also keep a record of all the members of the society and their full contact information including address, phone number and email address, and send all notices of the various meetings as required.

### 3.4 Treasurer

The treasurer receives all monies raised by the Society and is responsible for the deposit of these monies in whatever financial institution the society may order. The treasurer accounts for the funds of the Society and keeps financial records. The Treasurer presents an account of receipts and disbursements whenever requested. They shall arrange for the financial statements to be audited once per year, prior to them being presented at the Society Annual Meeting.

### 3.5 Casino Chair

The Casino Chair will oversee all aspects of the Society's biannual casino fundraiser. The Casino Chair will follow all rules set out by AGLC. They will oversee all communications with members and organization of volunteers. They will submit the necessary forms to the AGLC to ensure the continuation of casino licenses.

4. The officers will be elected for a one-year term at the annual general meeting and their term will conclude at the annual general meeting the following year.

## **Meetings**

1. Three (3) members in good standing shall constitute a quorum at any meeting.

2. The annual meeting shall be held in the month of September each year. Written notice shall be given fourteen (14) days prior to the meeting date.

2.1 At this meeting, there shall be elected the following officers to the executive: President, Vice-President, Secretary, Treasurer, and Casino Chair.

2.2 Any member willing to let their name stand must be nominated by a second party.

2.3 Any member may stand for re-election as long as such member remains qualified.

2.4 Officers shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next general meeting, provided it is so stated in notice of calling such a meeting.

2.5 A financial statement shall be presented by the Treasurer to the membership. The auditors required as indicated in section 3.4.

3. General meetings shall be called as the Executive deems necessary. Written notice shall be given seven (7) days prior to the meeting date.
4. Special meetings of the Society may be called by the Executive or at the written request to the Executive from member(s) of the Society. Written notice shall be given seven (7) days prior to the meeting date.
5. The President may call executive meetings as deemed necessary. Notification will be by telephone, email or text, giving at least 24 hours' notice of the meeting.

### **Voting**

1. Any member who has not withdrawn from membership nor has been suspended or expelled shall have the right to vote at any meeting of the society. Such votes can be made in person, or via a virtual platform, by physical or electronic ballot or verbally, but not by proxy.

### **Remuneration**

1. Unless authorized at any meeting and after notice for the same shall have been given, no officer, director, or member of the society shall receive any remuneration for their services.

### **Borrowing Powers**

1. For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in such a manner as it deems fit.

### **Bylaws**

1. The bylaws may be rescinded, altered or added to by a "Special Resolution"