

Lodge Activity Coordinators' Association of Alberta

Bylaws

Revised April 19, 2018

1. **Membership**

2. a) All Alberta Lodge Foundations may become members in the Association upon payment of a fee, which is set by members at an annual general meeting.
3. b) Activity coordinators, working in the industry, can pay for their membership if their organization will not, in which case they will be a member of LACAA, with voting rights.
4. c) Non-members who work or volunteer with seniors, can pay the LACAA Conference fee and attend the events. They cannot attend the AGM and do not have any voting rights.
5. d) Activity coordinators shall represent their Lodge Foundation in the Association.

2. **Loss of Membership**

3. a) Lodge Foundation members may cancel their membership at any time by written notice to an Association executive member. No fees shall be refunded.

1. b) Any Lodge Foundation or individual activity co-ordinator that does not pay a fee shall lose all membership rights and privileges in the Association.
2. c) Memberships may be revoked by a 2/3 majority vote of members at an annual general meeting, if a member fails to follow the Association's Objects and Bylaws.

3. **Meetings, Quorum & Voting**

4. a) "Robert's Rules of Order, Newly Revised", shall be followed for Association meetings.
5. b) The Association shall hold its annual general meeting during the Annual Convention, which is held in April or May.
6. c) Members shall be notified thirty days in advance by mail, telephone or electronic means.
7. d) All people attending the annual general meeting shall pay the convention registration fee.
8. e) General and special meetings may be called by the president at any time, and shall be called upon written request signed by twenty members. Thirty days' notice must be given to all members by mail, telephone or electronic means.
9. f) The executive board shall meet at least 4 times a year, or at the call of the president, or on the written request of one half of the executive board.
10. g) The quorum to hold any general meeting shall be twenty five per cent of the paid members.
11. h) The quorum for an executive board meeting shall be a one more than half of the board members.
12. i) All paid members shall have a vote.
13. j) Voting shall be done by a show of hands, but ballots may be used at the discretion of the chair or if requested by a voting member.

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4. **Executive Board, Officers & Directors**

5. a) The executive board is responsible to the general membership and shall operate the Association according to the objects and bylaws.

6. b) Executive board members shall not receive any salary or wages, but may be reimbursed for travel and other expenses incurred on Association business, at rates established by the executive board.
7. c) Any executive board member absent from three consecutive meetings, unless for a short term due to stress or illness, shall lose their executive position at the discretion of the board members.
8. d) Executive board members may be removed by a 2/3 majority vote of the board, for not following Association Objects and Bylaws.
9. e) The executive board shall consist of five officers and two directors, elected by secret ballot at the annual general meeting for two-year terms.
10. f) Executive board members shall not be elected to the same position for more than two consecutive two-year terms.
11. g) The executive officers shall be:

- president

- vice president

- secretary

- treasurer

- past president

1. h) The president, secretary and one director shall be elected in even-numbered years; vice president, treasurer and one director shall be elected in odd-numbered years.
2. i) The executive board shall appoint a member to fill any vacancy until the next annual meeting.

5. **Powers of Executive Officers & Directors**

6. a) The president shall:

- chair executive and general meetings;

- organize various meetings as required and see that notices are sent;

- represent the Association when called upon.

1. b) The vice president shall:

- assume the duties of the president in his/her absence;

- carry out any duties assigned by the executive board.

1. c) The secretary shall:

- keep accurate minutes of all meetings;

– handle correspondence

– carry out any duties assigned by the executive board

1. d) The treasurer shall:

– receive and deposit all funds, pay all expenses, and properly account for each;

– provide a detailed account of receipts and payments to the executive on request;

– prepare a financial statement to be audited and present the audited statement at

the annual general meeting;

– keep a record of paid members.

1. e) The past president shall act as a resource for new executive board members.

2. f) Directors shall carry out any duties assigned by the executive board.

3. **Finances, Borrowing & Fiscal Year**

4. a) The Association shall not borrow money.

5. b) The financial year shall be from January 1 to December 31.

6. c) All Association funds shall be deposited in a bank approved by the executive board.

7. d) Any two signatures of the president, vice president, secretary, and treasurer are valid on cheques.

8. e) Members shall appoint an auditor at the annual general meeting to audit the financial records for the coming year.

7. **Storage of Records**

8. a) Past minutes are stored in the current secretary's Lodge office.

9. b) Past financial records are stored in the current treasurer's Lodge office.

10. c) Past minutes, past financial records are stored on 3 memory sticks and kept by the current president, secretary and treasurer.

8. **Access to Books and Records**

Any paid Association member may examine the books and records upon providing forty-eight hours written notice to the secretary, treasurer or president.

9. **Dissolution**

If the Association is dissolved, funds and assets will be donated to the ASCHA scholarship fund for activity coordinators.

10. Bylaw Changes

1. a) Changes to amend or rescind bylaws must be passed by the membership by a special resolution, which means:

– notice of the proposed changes must be given to members thirty days before the

annual general meeting by mail, telephone or electronic means;

– bylaw changes must have a $\frac{3}{4}$ majority vote in favor to pass.

b) Members can propose a bylaw change 60 days prior to the AGM.

c) Changes shall become effective at the conclusion of the annual general meeting.