

Nature Guelph

P.O. Box 1401, Guelph, Ontario N1H 6N8

Charitable Registration Number: 89155 7845 RR0001

Bylaws of Nature Guelph

Amended June 1981

Amended June 1983

Amended June 1993

Amended March 2014

Amended October 2020

BYLAW 1. MEMBERSHIP CLASSES

Individual membership shall be granted to all who meet the constitutional requirements as set out in Article 3, Section A. Additional membership classes are:

1. Honorary Individual Membership

Honorary Individual Membership may be granted at the discretion of the Executive and the membership fee is waived. This non-voting membership shall be for one year.

2. Student Membership

Student Membership shall include persons age thirteen or older who are full-time students at any recognized educational institution. Membership fees are reduced. This voting membership shall be for one year.

3. Lifetime Membership

Lifetime Membership may be granted at the discretion of the executive for outstanding achievement or long-term dedication to the Club. Membership fees are waived. This voting membership shall be for the lifetime of the individual.

BYLAW 2. SIGNING AUTHORITY

Any member of the Executive who has been granted signing authority may sign cheques up to and including \$200 on behalf of the Club. Cheques over this amount must be approved by a majority of the Executive.

BYLAW 3. PAYMENT OF MEMBERSHIP FEES

The annual membership fees shall be as recommended from time to time by the Executive to the Membership for approval by a simple majority vote at the Annual General Meeting (AGM).

Membership fees become due at the start of the membership year. Memberships purchased six to nine months after the start of the membership year are prorated to 50% of the annual fee. Memberships purchased more than nine months after the start of the membership year will be extended to include the next membership year.

Membership fees may be paid at any general meeting, by mail, or online from the Club website.

BYLAW 4. EXECUTIVE POSITION GUIDELINES

Elected Executive positions (President, Vice President, Secretary, Treasurer & Past President, by default) shall be filled as required by vote at an AGM. If elected Executive positions are vacant, the Executive is responsible for fulfilling all required duties until the position can be filled.

Elected individuals may hold one appointed position in addition to his/her elected position. Appointed individuals may hold two appointed positions.

BYLAW 5. DUTIES OF THE ELECTED OFFICERS

The President shall:

1. Participate in all general and Executive meetings.
2. Set the agenda for and chair the general and Executive meetings.
3. Be an ad hoc member of all committees, except the Nominating Committee.
4. Have overall responsibility for the operation of the Club.
5. Act as the external representative of the Club.
6. Write and/or sign letters on behalf of the Club.
7. Attend meetings on behalf of Club (or designate someone else).
8. Ensure that others are doing their duties.
9. Ensure that duties of "open" positions are done.
10. Write President's message as may be required for external communications.
11. Write and/or sign thank-you notes on behalf of the Club.

The Vice President shall:

1. Participate in all Executive and general meetings.
2. Fill in for the President as necessary.
3. Assist the President with his/her duties.

The Past President shall

1. Attend Executive meetings.
2. Assist the President in the understanding of and running of the Club.
3. Chair the Nominating Committee.
4. Propose a new slate of Officers 21 days prior to the AGM.
5. Present the proposed slate of Officers at the AGM.

The Treasurer shall:

1. Participate in all general and Executive meetings.
2. Be responsible for the Club's finances by
 - a. receiving and accounting for all income, depositing the Club's funds in the appropriate accounts and keeping a bank reconciliation.
 - b. paying all of the approved expenses and issuing cheques as necessary.
3. Prepare an annual financial review and present the Treasurer's report at the AGM.
4. Give financial reports to the Executive as necessary.
5. Send annual reports to Canada Revenue Agency and the Attorney General.
6. Keep the financial records and retain all bank statements, invoices, receipts as may be required by an auditor.
7. To obtain signatures of Club representatives for signing on bank accounts.
8. Prepare and issue invoices to advertisers.
9. Prepare tax receipts, charitable or otherwise.
10. Advise the President to write thank-you notes as needed.

The Secretary shall:

1. Participate in all general and Executive meetings.
2. Record Executive and general meeting minutes.
3. Be responsible for the Club correspondence.
4. Distribute previous meeting minutes to the Executive at least one to two weeks prior to the upcoming Executive meeting with notice of date, time and place.
5. Pick up the mail weekly and distribute the mail to the appropriate individuals.
6. Monitor the Club general e-mail account and distribute messages to the appropriate individuals.

BYLAW 6. APPOINTED OFFICERS

The description and duties of the appointed positions are outlined in the Club Board Policies.

Any appointed Officer may create and chair a committee of volunteers to assist them in carrying out their duties.

All committee chairs should copy any external correspondence to the President and Secretary, and if warranted, to the entire Executive.

BYLAW 7. TERM OF OFFICE

The term of office for elected Officers shall be three years. The maximum number of terms a member of the Executive may hold a single position shall be two. A person can serve again in a position provided that they have left the position for at least one term. The terms for President and Vice President shall be staggered with the terms for Secretary and Treasurer to prevent all elected Officers retiring in the same year.