

# **THE CALGARY SCIENCE FICTION & FANTASY SOCIETY BYLAWS (AS AMENDED)**

## **DEFINITIONS**

1. In these Bylaws,
  - a) "Society" shall mean the Calgary Science Fiction & Fantasy Society.
  - b) "Board" shall mean the Board of Directors of the Society.
  - c) "Director" shall mean an officer/director of the Board.
  - d) "Member" shall mean a member of the Society in good standing.
  - e) "Notice" shall mean a written notice sent to Members at their last known postal address.

## **MEMBERSHIP**

2. Membership fee, if any, in the Society shall be determined, from time to time, by the Board. Any person being of the full age of 16 years, may become a Member upon payment of the fee and will receive a membership card which indicates membership in the Society. The membership card will include the member's full name and the date of expiry of the membership. Memberships are non-transferable and non-refundable.
3. Any Member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary, at which time the Member will surrender his/her membership card. Any Member, upon a two-thirds majority vote of the Members present at a meeting of the Society, may be expelled from membership for any cause which the Society may deem reasonable, provided that Notice was given of the intent to hold such vote at such meeting.

## **PRESIDENT**

4. 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.

## **BOARD OF DIRECTORS**

5. The Board shall consist of a minimum of five to a maximum of seven Directors. All Directors must be Members.
6. 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 months, and shall be called by the President. A special meeting of the Board may be called on the instructions of any two Directors provided they request the President, in writing, to call such meeting and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days Notice to each Director or by three days notice by fax, telephone or electronic mail. A majority of the Directors shall constitute a quorum, and meetings may 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.
7. A Member appointed or elected a Director becomes a Director if he/she was present at the meeting when being appointed or elected, and did not refuse the appointment. He/she may also become a Director if he/she was not present at the meeting but consented in writing to act as a Director before the appointment or election, or within ten days after the appointment or election, or if he/she acted as a Director pursuant to the appointment or election. The Board may appoint by majority vote a Member to serve as a Director in order to fulfill the responsibilities of the Board. The appointed Director shall serve until the end of the next Annual General Meeting.
8. Any Director, upon a two-thirds majority vote of all Members present at a meeting, may be removed from office for any cause which the Society may deem reasonable, provided that Notice was given of the intent to hold such vote at such meeting. Any Director who is delinquent for more than three consecutive Board Meetings may be removed from office upon a majority vote of the Board at a special meeting of the Board, provided that Notice was given of the intent to hold such vote at such meeting.

## **SECRETARY**

9. 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, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Society and be under the direction of the President and the Board.
10. The Secretary shall also keep a record of all the Members and their addresses, send all Notices 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.

## **TREASURER**

11. 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 General Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the Society. The office of Secretary and Treasurer may be filled by one person if the Board shall so decide.

