

Alberta Traditional Bowhunters Association (ATBA)
Bylaws

Adopted March 21, 2015

ARTICLE 1 – NAME

- 1.1 The name of this society shall be **ALBERTA TRADITIONAL BOWHUNTERS ASSOCIATION**
- 1.2 Alberta Traditional Bowhunters Association is a registered Society and in these bylaws can be referred to by the full title or “the Society” or “ATBA”
- 1.3 The ATBA logo shall be Yvonne Lemke’s design of the Ben Pearson’s Deadhead broadhead.

ARTICLE 2 – MEMBERSHIP

- 2.1 Any person of the age of 12 and up, residing in Alberta or any other province / territory / state and submitting an application form, along with the appropriate fee, will be considered for membership by the Executive. The Executive reserves the right to admit members.
- 2.2 All members shall abide by the ATBA Bylaws in order to remain in good standing.
- 2.3 A member in good standing means the member is paid up on all their dues and is not under any suspension, or review for misconduct.
- 2.4 A membership fee, if any, in the Society shall be determined, from time to time, by the Executive.
- 2.5 An adult member is a person 18 years and older and will pay the full yearly fee, due with an accepted application as of January 1st each year and which will expire on December 31 of each year.
- 2.6 A youth member is between the ages of 12 to 17 (inclusive) and shall pay a yearly fee which is one-half of the adult fee. The fee and age will be determined from time to time by the Executive. Youth must have written consent of a Parent or Guardian.
- 2.7 Family membership is defined as a parent or parents, guardian or guardians and at least one child. The children must be dependents of the parents/guardians who have applied for membership. Children must be 18 years old or younger as of January 1st and reside in the family home. The family fee and what is defined as a family will be determined from time to time by the Executive.
- 2.8 All members of the ATBA are also required to purchase a membership with our affiliate organization the Alberta Bow Hunters Association (ABA). This organization provides a significant political voice and a venue for insurance. This is subject to change upon a majority vote at an AGM.
- 2.9 Memberships may be purchase annually, bi annually or triennially.

- 2.10 Special membership and the conditions can be decided by the Executive.
- 2.11 Any member wishing to withdraw from membership may do so upon written notice submitted to the Executive through its Membership Director or President.
- 2.12 If any member is in arrears for fees or assessments for any year, the said member shall be automatically suspended for six months. During any suspension the member has no voting rights or membership privileges. After six months the membership will be terminated if an application and fees have not been received.
- 2.13 Upon a majority vote of the Executive present at a regular meeting, any member may be expelled from membership for any cause which the Executive deems reasonable.
- 2.14 Any member that has been expelled for cause has the right to appeal. The appeal will be a request for reinstatement, submitted in writing to the President. Any appeal must be made at least 45 days prior to the next Annual General Meeting (AGM). The appeal hearing will be held in open forum at the next AGM-and reinstatement will be decided on by majority vote of the Society members present.

ARTICLE 3 – OFFICERS

- 3.1 The officers of Alberta Traditional Bowhunters Association shall consist of the President, Vice-president, Past President, Treasurer and Membership Director, Communications Director, Youth Director and three Directors-at-large.
- 3.2 Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.
- 3.3 **The President**
 - 3.3.1 shall be the official spokesperson for the ATBA and promote its tenets
 - 3.3.2 shall call and preside over meetings
 - 3.3.3 shall be an ex-officio member of all committees.
 - 3.3.4 may from time to time request an Executive member to chair any meeting.
 - 3.3.5 shall ensure the information for re-qualification as a society, including an audited financial statement, balance sheet and full details of all executive, is submitted within the required time after each AGM.
- 3.4 **The Vice-president**
 - 3.4.1 shall determine, in consultation with the president, the sharing of responsibilities.
 - 3.4.2 shall be willing to assume the responsibilities of the president in the president's absence.
- 3.5 **Past President**
 - 3.5.1 shall advise the president and executive committee on details of ATBA history, reasons for historical decisions or governance, and assist, lead and perform special assignments as required.

3.6 Treasurer and Membership Director

- 3.6.1 will be required to submit a clear criminal records check prior to having control of the financial records. If a person has a clear record, the cost of the criminal check will be borne by the ATBA
- 3.6.1 shall receive all monies paid to the society and be responsible for the deposits of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Executive may order.
- 3.6.2 shall properly account for the funds of the society and keep such books as may be directed
- 3.6.3 shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for the Annual General Meeting a statement duly audited, of the financial position of the Society and submit a copy of the same to the Communications Director for the records of the Society.
- 3.6.4 the office of Communications Director and the Treasurer may be filled by one person.

3.7 Communications Director

- 3.7.1 shall attend all meetings of the society and the Executive, and keep accurate minutes of the meeting.
- 3.7.2 In the case of absence, duties shall be discharged by any such officer as may be appointed by the Executive.
- 3.7.3 shall have charge of all the correspondence of the society and be under the direction of the President and the Executive.
- 3.7.4 shall keep a record of all the members of the society and their addresses and send all notices of the various meetings as required.

3.8 Youth Director

- 3.8.1 will be required to submit a clear Child Intervention check and a Criminal Records check to hold office. If a person has a clear record, the cost of the criminal check will be borne by the ATBA

3.9 Director-at-large

- 3.9.1 shall provide leadership by representing the interests and concerns of the membership.

3.10 Executive positions up for election in an even numbered year will be the President, Communications Director, and two Directors-at-large. Executive positions up for election in odd numbered years will be the Vice-president, Treasurer / Membership Director, Youth Director and one Director-at-large.

3.11 The terms of office for elected officers of the ATBA will be two (2) years.

- 3.12 ATBA officers will be elected by a majority vote.
- 3.13 Any officer, director or person in a non-elected position, upon a majority vote of the Executive Committee may be removed from office, for any cause which the Executive may deem reasonable.

ARTICLE 4 – EXECUTIVE COMMITTEE

- 4.1 shall consist of elected executive members, the President, Vice-president, Treasurer/Membership Chairman, Communications/Information Director, Youth Director and 3 Directors-at-large, and the Past President.
- 4.2 shall be subject to the bylaws or directions given by majority vote, at any meeting promptly called and constituted, and have full control and management of the affairs of the Society.
- 4.3 All executive and legislative power granted herein shall be vested in the Executive Committee.
- 4.4 The Executive Committee shall be empowered to recommend priorities for various projects and to plan activities.
- 4.5 Any member appointed or elected to the Executive will become an Executive Officer or Director-at-large if they were present at the meeting when appointed, or elected and did not refuse the appointment.
- 4.6 A member may also become-an Executive Officer or Director-at-large if they were not present at the meeting, but consented to serving in the position elected to or appointed to, in writing, before or within 14 days after the appointment of election.
- 4.7 Positions may be filled by election or appointment by the Executive. Any person elected by the Executive can fulfill a position in an acting capacity until the next Annual General Meeting.

ARTICLE 5 – MEETINGS

- 5.1 Five members in good standing shall constitute a quorum at any meeting.
- 5.2 Regular meetings of the Executive shall be held as often as required, but at least once every three months, and shall be called and communicated to Executive members by mail, electronic means or by telephone, by the President or his designate.
- 5.3 A Special Meeting shall be called by the President at any time, or upon receipt of a petition, signed by one third of the members in good standing, setting forth the reason for calling such a meeting. This shall be by letter or electronic means to the last known address, delivered 14 days prior to the meeting.
- 5.4 The Society shall hold an Annual General Meeting on or before March 31 in each year, of which notice in writing or by email to the last known address of each member shall be

delivered in the mail or by electronic means, 30 days prior to the date of such meeting. At this meeting there shall be elected an Executive, according to the rotation.

- 5.5 Meetings may be held without a quorum, however any business requiring a vote must be held over until the next meeting of which a quorum is present, in order to be ratified.
- 5.6 Any business voted on without a quorum is null and void
- 5.7 The president may table, debate and vote on a motion but cannot second a motion.
- 5.8 The president cannot make a motion or vote on any matter that effects his office in a monetary or personal matter.
- 5.9 The Annual General Meeting will be open to the membership at large and shall include reports from the Executive, regular business, Special Resolution voting and elections.
- 5.10 The president shall protect the executive session and the AGM from frivolous and dilatory motions.
- 5.11 Any member in good standing has the right to vote providing they are at least 13 years old.

ARTICLE 6 – FINANCES

- 6.1 The fiscal year for the Society shall be from January 1st to December 31st.
- 6.2 Financial records of the society shall be audited at least once a year by a duly qualified accountant or by two members of the Society appointed for that purpose. A statement of the standing of the financial records for the previous year shall be submitted by the treasurer or auditor at the Annual General Meeting of the Society.
- 6.3 The books, accounts and records of the Society may be inspected by any member of the Society at the Annual General Meeting. A request can be made at any time to any record keeper to review records or minutes, contingent upon giving reasonable notice. A time satisfactory to both parties will be arranged to view the records requested. Each member of the Executive shall at all times have access to such books and records.
- 6.4 Any transactions greater than \$100.00 will require the signature of both the Treasurer and one other member appointed by the Executive.
- 6.5 Unless authorized at any meeting and after notice for same has been given, no officer , or director, or member of the organization shall receive remuneration for his/her service.
- 6.6 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 thinks fit, and in particular by debentures, but this power shall be exercised only under the authority of the Society, and in no case shall the issue of debentures be issued without the sanction of special resolution of the Society.

ARTICLE 7 – COMMITTEES

- 7.1 Committees shall be the following

- 7.1.1 ATBA HISTORICAL RECORDS
- 7.1.2 HERITAGE CLASSIC JAMBOREE
- 7.1.3 RAFFLE COMMITTEE

- 7.2 Each committee shall operate under a frame of reference approved by the executive committee and ratified at the AGM.
- 7.3 Each committee shall ensure that a continuing record of its activities is kept. Chairs shall prepare and report a summary of their activities at the AGM.
- 7.4 The president, as directed by the executive committee, shall appoint ad hoc committees and shall discharge them upon completion of their duties. These committees shall act under frames of reference approved by the executive committee at the time the committees are appointed.
- 7.5 Each committee may, with the approval of the executive committee, organize special subcommittees for specific activities.

ARTICLE 8 – PARLIMENTARY AUTHORITY

- 8.1 Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with these Bylaws, then these Bylaws takes priority.

ARTICLE 9 – AMENDMENTS OF BYLAWS

- 9.1 The bylaws may be rescinded, altered or added to by a “Special Resolution” at the Annual General Meeting which is duly called and constituted. A majority of three-quarters (75%) of all members present will be required to pass any special resolution. Any changes to the bylaws will only come into effect when filed with the Alberta Government and accepted by the registrar of the Societies Act.