

December 14, 2020

Glendon Agricultural Society  
PO Box 630  
Glendon, AB  
T0A 1P0

Dear Stacey Sandmeyer,

**RE: AG SOCIETY BYLAWS**

Thank you for updating your bylaws. I have reviewed your submission and find the bylaws consistent with the *Agricultural Societies Act* of Alberta.

Please find attached to this letter, the copy of your bylaws, accepted and approved by *Agriculture and Forestry*.

A "Bylaw Revision Cover Letter" is also included to assist you when updating your Society's bylaws in the future.

Sincerely,



Colin Gosselin  
Senior Project Coordinator, *Agricultural Societies Act*

Enclosures

DEC 14 2020

**The Glendon Agricultural Society**  
**Bylaws**  
Amended DECEMBER 1, 2020

APPROVED

*Colin Gosselin*  
Sr. Project  
Coordinator

The Glendon Agricultural Society was chartered on the 21th day of November 1972. by law under the authority of the Agricultural Societies Act of Alberta and will be governed by the following regulations in compliance with the Agricultural Societies Act of Alberta.

(I) Definitions:

In these bylaws,

- a) "Act" means the Agricultural Societies Act of Alberta;
- b) "Audit" means an examination and adjustment of accounts by an auditor;
- c) "Auditor" means an individual who meets the requirements for preparation of the financial statement as per the regulation and is not a director of the Society;
- d) "Society" means the Glendon Agricultural Society
- e) "Board" means the board of directors of the Society;
- f) "Bylaws" means the Bylaws of this Society as amended
- g) "Director" means the Director as defined in the Act;
- h) "Executive Committee" means the Past President, President, Vice President, **SECRETARY** and Treasurer of the Society;
- i) "Extraordinary resolution" means a resolution passed by a majority of not less than 2/3 of the votes cast at a general meeting of which not less than 14 days written notice specifying the intention to propose the resolution as an extraordinary resolution has been given;
- j) "Immediate family members" mean related members of a family living in the same residence;
- k) "Real property" means land, buildings on land, fences and fixtures. Fixtures include shelves that are drilled into the wall

(II). Objectives:

As stated in the Agricultural Societies Act of Alberta article three:

1. The object of a Society is to encourage improvement in agriculture, and in the quality of life of persons living in an agricultural community by developing programs, services and facilities based on needs of the agricultural community.

Further specific objectives include, but shall not be limited to:

1. To sponsor meetings and short courses on agricultural topics that will benefit the members and families in Glendon and our rural community.
2. To assist in the development of leadership in our community through sponsoring training activities and opportunities for 4-H clubs, youth groups and volunteers.
3. To improve the quality of life in our community by sponsoring or supporting cultural events.
4. Manage and operate the Glendon RCMP Century Hall and Glendon Arena.
5. Purchase land when deemed desirable and appropriate to fulfill the objects and operations of the Society.
6. **Not carry-on any business or exercise any power that is inconsistent with Section 3 of the Act.**

**(III). Memberships:**

1. Any person may become a member who:
  - a) is interested in the objectives of the Society **AND**
  - b) is 18 years of age or over and a resident of the Province of Alberta.
2. The Board reviews and determines membership fees by motion of the Board.
3. Payment of the membership fee entitles the person paying it to the privileges of membership for the year of which the fee is paid.
4. Lifetime members are entitled to two free hall rentals that can be either for: a. 50<sup>th</sup> Anniversary & funeral or b. two funerals. Lifetime memberships can be purchased for \$500 per person and the Lifetime Member is then exempt from annual membership fees.
5. A detailed list of the membership will be maintained annually that includes name, address, email address and years of membership.
6. **Shall provide a member a copy of this membership in accordance with Section 11 of the Act and follow the guidelines for the use of this membership list by the Act.**

**(IV). Suspension of Membership:**

1. The Board, at a special meeting of the Board called for that purpose, may suspend a members membership not more than three (3) months, for one or more of the following reasons:
  - a. if the member has failed to abide by the bylaws;
  - b. if the member has been disloyal to the Society;
  - c. if the member has disrupted meetings or functions of the Society: or
  - d. if the member has done or filed to do anything judged to be harmful to the Society.

2. The affected member will receive written notice of the Board's intention to deal with whether that member should be suspended or not. The member will receive at least two (2) weeks notice before the special meeting.
3. The notice will be sent by single registered mail to the last known address of the member shown in the records of the Society. The notice may also be delivered by an officer of the Board.
4. The notice will state the reasons why the suspension is being considered.
5. The member will have an opportunity to appear before the Board to address the matter. The Board may allow another person to accompany the member.
6. The Board will determine how the matter will be dealt with, and may limit the time given the member to address the Board.
7. The Board may exclude the member from its discussion of the matter, including the deciding vote.
8. The Board will vote on these matters by secret ballot.
9. The decision of the Board is final.
10. **THE SUSPENDED MEMBER, IF VACATING A DIRECTOR'S POSITION WILL NOT RETAIN THAT POSITION UPON HIS/HER RETURN.**
11. **THE BOARD MUST FILL THE VACANT DIRECTOR POSITION LEFT BY A SUSPENDED DIRECTOR.**

**(V). Security:**

1. The Society shall at all times maintain theft insurance or fidelity insurance against loss or damage caused by employees, officers, and directors.
2. The Society shall at all times maintain general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence (insuring against personal injury and property damage (including loss of use of property)).
3. In this section "theft insurance", "fidelity insurance", and "general liability insurance" have the meaning given to them by the *Classes of Insurance Regulation* (AR 121/2001).
4. The Society shall at all times maintain directors and officers liability insurance.
5. No member is, in his/her individual capacity, liable for any debt or liability of the Society.

**(VI). Annual General Meetings:**

1. Annual meetings of the Society must, within 120 days after the conclusion of each fiscal year of the Society, be held on a day and at an hour and place decided by the Board.
2. The primary purpose of the annual meeting of the Society is to do the following:
  - a. To review and approve financial statements and other pertinent reports;
  - b. To elect Directors;
  - c. **To make or amend bylaws.**
3. The following shall be the order of business at annual meetings of the Society:
  - a. Call to order;
  - b. Determination of quorum;
  - c. Reading minutes of the previous annual or general meeting **for adoption**;
  - d. **PRESIDENT'S REPORT;**
  - e. **FINANCIAL STATEMENT;**
  - f. Reports of committees;
  - g. **STRATEGIC BUSINESS PLAN UPDATE;**
  - h. Unfinished business;
  - i. New business;
  - j. Election of directors;
  - k. Adjournment.
4. The directors shall present to the annual meeting the following reports and statements relating to the Society's financial year that has just ended:
  - a. A report of the directors' activities in that year;
  - b. A list of members of the Society at the end of that year;
  - c. A financial statement prepared in accordance with the regulations;
  - d. A report listing and giving a brief description of each activity carried out by the Society in that year;
  - e. **THE SOCIETY'S REPORT ON ITS STRATEGIC BUSINESS PLAN;**
  - f. A prepared budget for the upcoming operational year will be presented.

**(VII). Special General Meetings:**

1. A special general meeting of the Society may be called at any time by the Board when the Board considers it necessary or advisable.

2. The Board must call a special general meeting of the Society when requested to do so by at least 25% of the members.
3. A request under subsection (VII). 2 must be in writing and state clearly the nature of the business to be transacted at the meeting.
4. Where the Board receives a request in accordance with subsections (VII). 2 and (VII). 3.
  - a. If the Board does not issue a call for the meeting within 14 days from the day of receiving the request, or;
  - b. If the meeting called is not to be held within 60 days from the day of the Board receiving the request.

the members making the request, or any other 25% or more of the members, may call a meeting of the Society for the purpose of a special resolution.

**5. A Special Resolution is required for:**

- a. to Make or Amend By-laws outside of a AGM;
- b. Amalgamation with another Society;
- c. Real Estate Transactions;
- d. Dissolution.

**6. 21 DAYS NOTICE MUST BE PROVIDED FOR A SPECIAL MEETING OF THE MEMBERS FOR THE PURPOSE OF A SPECIAL RESOLUTION unless all members agree to shorter notice and consent in writing to the notice change.**

**7. THE RESOLUTION WILL PASS WITH A MAJORITY COMPRISED OF AT LEAST 75% VOTE OF THE MEMBERS IN ATTENDANCE.**

**8. MEMBERSHIPS CAN BE SOLD UP TO ONE HOUR PRIOR TO A SPECIAL MEETING OF THE MEMBERS.**

**(VIII). Notice of Meetings:**

1. The Board calling General Meeting of the Society must give at least 14 days notice of the meeting:
  - a. By mailing to each member of the Society, at the members address last registered in the office of the Society, a notice stating the hour, day and place of the meeting, or;
  - b. By advertising the hour, day and place of the meeting in a newspaper circulating throughout the Society's locality and listing the hour, day and place of the meeting. **OR**
  - c. **BY ADVERTISING on the Society's social media accounts.**

2. If the addition or repeal of or amendment to any provision of the Bylaws of the Society or its memorandum of Society is to be proposed at the meeting, the intent of the proposed change must be included in the notice of meeting.
3. Notwithstanding section (VII). 1, the directors shall provide a minimum of 30 days notice if the meeting is called for the purpose of selling, purchasing, mortgaging, leasing for over one year or to otherwise dispose of any real property owned by the Society.

**(IX). Quorum:**

1. At a meeting of the Society ten (10) members or **15% of the membership**, whichever is greater, constitutes a quorum for the transaction of business at a general meeting of the Society.
2. Five (5) directors, or a majority of the directors, whichever is greater, constitute a quorum for the transaction of business at a meeting of the Board.
3. The president cancels the general meeting if a quorum is not present within one-half (1/2) hour after the time set. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.
4. **THE PRESIDENT CAN CANCEL THE GENERAL MEETING IF A SEVERE WEATHER WARNING EXISTS.** If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.

**(X). Voting:**

1. At a general meeting of the Society, a majority vote of the member's casting votes may decide all questions, except when an extraordinary resolution is required.
2. **MEMBERSHIP IS ONE VOTE PER HOUSEHOLD**
3. Each membership in good standing is allowed one vote on any question.
4. No member may vote by proxy.
5. At the approval of the Board, alternative methods of voting may be acceptable.
6. **VOTING AT A MEETING OF THE BOARD IS ACCEPTABLE BY ELECTRONIC METHODS, SUCH AS TEXT OR EMAIL.**

**(XI). Composition and Election of Board:**

1. The Board of a Society must consist of 9 directors.
2. Any member in good standing is eligible to be elected as a director.
3. Candidates for election to the office of director must be nominated openly at a general meeting of the Society.
4. At each annual general meeting, voting members elect directors to fill all director vacancies; each serving a term that ends at the close of the third annual general meeting following the annual general meeting at which these directors were elected.
5. Subject to subsection (XI). 4. the term of office of a director is 3 years, unless:
6. A director is in agreement to serve two consecutive terms to a maximum of six years, and then must have at least a one-year absence from the Board. **WITH THE EXCEPTION OF THE PAST PRESIDENT.**
  
7. **THE BOARD HAS PROVISIONS TO ADD TWO EX-OFFICIO POSITIONS IN ADDITION TO THE 9 DIRECTOR POSITIONS BY A MAJORITY VOTE OF THE BOARD. THESE EX-OFFICIO POSITIONS DO NOT HAVE VOTING PRIVILEGES AND WILL BE APPOINTED UPON REQUEST OF THE SOCIETY ON AN ANNUAL BASIS FROM:**
  - a. **THE Village of Glendon;**
  - b. **THE MD of Bonnyville.**
  
8. **THE EX-OFFICIO ROLE IS TO SHARE TIMELY NEWS AND INFORMATION IN REGARDS TO BUT NOT LIMITED TO:**
  - a. **Regional Funding Programs and Sources;**
  - b. **Potential Partnerships for Programs and Activities;**
  - c. **Agricultural Events;**
  - d. **Advertising Opportunities;**
  - e. **Trade Shows;**
  - f. **Training Programs; and**
  - g. **Employment/Student Funding.**



**9. THE EX-OFFICIO POSITIONS CAN PRESENT THIS INFORMATION AT A REGULAR BOARD MEETING OR IN THE EVENT OF AN ABSENCE – PROVIDE A WRITTEN/ELECTRONIC REPORT TO THE SECRETARY.**

**10. THE EX-OFFICIO POSITIONS REQUIRE A SIGNED CODE OF CONDUCT BY THE APPOINTEE.**

**(XII). Powers and Duties of the Board:**

1. The Board is to direct and supervise the business of the Society, and may exercise all the powers of the Society that are not required to be exercised by the membership in a general meeting.
2. The Board may appoint an executive committee and prescribe the committee's duties.
3. The Board will develop a budget to present for information to the membership at the annual meeting.
4. The Board shall be responsible for providing policy, procedures and terms of reference to all committees of the Society.
5. Directors shall serve on a voluntary basis without remuneration by the Society for their directorship (with the exception of (XIII). 3 i). Board approved expenses will be reimbursed after Board approval.
6. No one (1) individual will carry more authority than another unless operating within Board approved Policies.
7. Board members are required to sign a code of conduct.

**(XIII). Duties of the Officers and Secretary of the Society:**

1. President
  - a. Supervises the affairs of the Board;
  - b. When present, chairs all meetings of the Society, the Board, and the Executive Committee;
  - c. Is an *ex-officio* member of all Committees;
  - d. Acts as the spokesperson for the Society;
  - e. Is a member of the Executive Committee;
  - f. Ensures new Board members orientation is completed within 60 days of their being elected or appointed;
  - g. Carries out other duties assigned by the Board.

## 2. Vice-President

- a. Presides at meetings in the President's absence. If the Vice-President is absent, the Directors elect a Chairperson for that meeting;
- b. Replaces the President at various functions when asked to do so by the President or the Board;
- c. Chairs the nomination committee;
- d. Is a member of the Executive Committee;
- e. Carries out other duties assigned by the Board.

## 3. Treasurer

- a. Ensures all monies paid to the Society are deposited into a chartered bank or institution as directed by the Board of Directors;
- b. Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- c. Presents the Society's records to the designated accountant for review and preparation of a review engagement statement;
- d. Makes sure a review engagement statement of the Society is prepared and presented to the annual general meeting;
- e. Is available at the annual meeting at least one hour prior to the meeting to receive membership fees for the ensuing year;
- f. Assist with the necessary documentation, in coordination with the Grant/Fundraising Committee, required for application for any grants that may be available to the Society and submit before deadlines;
- g. Is a member of the Executive Committee;
- h. Carries out other duties assigned by the Board;

## 4. Secretary

- a. Attends all meetings of the Society, the Board and the Executive Committee;
- b. Keeps accurate minutes of these meetings;
- c. Notifies the membership and directors of meetings as required by the bylaws;
- d. Receive and respond to all correspondence as directed by the Board;
- e. Makes sure a record of names and addresses of all members of the Society is kept;
- f. **PREPARES each year's** annual return to Alberta Agriculture and Forestry (AF), the annual return documentation required by AF by **February 15**, including but not limited to: **registered address of our Society**; a list of

directors and officers elected at the annual meeting for the ensuing year; a report of the year's activities; a signed copy of the financial statement approved by the membership and prepared by a designated accountant; **most recent AGM minutes and the adopted minutes from the previous year's AGM and the membership sign in sheet from the AGM.**

g. Carries out other duties assigned by the Board.

5. Past President

- a. Attends all meetings of the Society, the Board and the Executive Committee;
- b. Supports the Current President;
- c. Assists with Board recruitment and orientation to the Board;
- d. Assists with Board Training;
- e. May chair special events;
- f. Provides historical continuity about the Board's activities.

**(XIV). Meetings of the Board:**

1. At the first meeting of the newly elected Board after each annual meeting of the Society, the Board is to meet and elect officers from its own number.
  - a. A chairman or president, and;
  - b. A vice-chairman or vice-president. and;
  - c. A treasurer, **and**;
  - d. **A SECRETARY**

any reference in these bylaws to the chairman or vice-chairman is to be read as also referring to a president or vice-president respectively.

2. **NO EXECUTIVES OFFICERS MAY RESIDE IN THE SAME HOUSEHOLD.**
3. The Board must hold a meeting not less than once every three (3) months and, subject to subsection (XIV) 1: the Board may hold other meetings on days and at places and times decided on by the Board.
4. The secretary shall give each director at least 2 week's notice of all regular meetings of the directors.
5. The chairman must call a special meeting of the Board on the written request of a majority of the directors or if the chairman considers it to be necessary.
6. The secretary must give each director notice of a special meeting.

5. At the meeting of the Board held before the annual meeting of the Society, the directors are to adopt **COMMITTEE** reports covering all the activities of the Society for the preceding year for presentation to the annual meeting.

- ADOTTED MEETING MINUTES**
4. **THE SECRETARY WILL KEEP BOTH A HARD COPY AND AN ELECTRONIC COPY IN THE SOCIETY'S GROUP E-FILES OF ALL**
3. If there is not a majority in favour of a motion, the motion is lost.
2. The chairman may vote on any question, but having done so, the chairman does not have a casting vote in the event of a tie.
1. Five (5) directors, or a majority of the directors, whichever is greater, constitute a quorum for the transaction of business at a meeting of the Board.

**(XV). Proceedings at Board Meetings:**

- a. **THE SECURITY OF OUR FACILITIES;**
- b. **DAMAGES OR THEFT TO OUR FACILITIES; and**
- c. **CODE OF CONDUCT VIOLATIONS.**
10. **THE FOLLOWING ISSUES CONSTITUTE BUT DO NOT LIMIT THE CALL FOR AN EMERGENCY MEETING:**
9. **IN THE EVENT OF AN ISSUE ARISING OUTSIDE A REGULAR MEETING OF THE BOARD, THE PRESIDENT WILL CALL AN EMERGENCY MEETING VIA TEXT OR EMAIL TO ALL BOARD MEMBERS. A DEADLINE FOR RESPONSES BY THE BOARD WILL BE SET BY THE PRESIDENT. THE SECRETARY WILL RECORD ALL MOTIONS MADE ELECTRONICALLY BY BOARD MEMBERS, VIA TEXT OR EMAIL, ON THE MINUTES OF THE NEXT MEETING OF THE BOARD. THE SAME QUORUM NUMBERS OF THE BOARD APPLY.**
8. **DIRECTOR'S MAY PARTICIPATE IN A MEETING VIA CONFERENCE VIDEO OR SPEAKER PHONE.**
7. **Notwithstanding this section, if all the directors are present at a director's meeting, it is deemed to have been properly called whether or not the notice of the meeting has been given or properly given.**
- a. **Stating the time and place at which it is to be held, and;**
- b. **Stating, in general terms, the nature of the business to be transacted at the meeting.**

**(XVI). Vacating a Director's Office:**

1. Where a director fails to attend three (3) consecutive meetings of the Board of which the director has been duly notified, the director's office may be declared vacant by the Board if the director's absence has not been explained to the satisfaction of the Board.
2. Where a Director ceases to be a member of the Society, the office of that director is to be declared vacant by the board.
3. Where a director's office is vacated under this section, the Board may forthwith fill the vacancy **AT A REGULAR MEETING OF THE BOARD AND REPORT THIS CHANGE TO THE DIRECTORS TO ALBERTA AGRICULTURE AND FORESTRY WITHIN 30 DAYS.**
4. The Board, at a special meeting of the Board called for that purpose, may suspend a member's membership.

**(XVII). Committees**

1. Standing or special committees may be established by the Board.
2. Each committee will have at least one director who will act as the liaison to the Board.
3. The Board shall establish in writing the operational guidelines (Terms of Reference) for each committee.
4. Unless a committee is given written notice of a budget or authority to expend funds, the committee has no authority to expend Society funds or bind the Society to a financial commitment.
5. Unless a committee is given written authority to the contrary, the committee does not have the authority to bind the Society to any decision or undertaking. If a committee is authorized to bind the Society, the authorization must be clear and the committee must operated within the limited authority granted.
6. A committee that has been inactive for 12 months can be disestablished by the Board.

**(XVIII). Execution of Certain Documents:**

All contracts, financial and legal documents must be signed by the officers of the Society or other directors as authorized to do so by motion of the Board.

**(XIX). Society Funds:**

1. The funds of the Society, however derived, shall not be expended for any objects inconsistent with those of the Society or authorized by the Act.
2. The funds shall be deposited to the credit of the Society in a chartered bank or other institution as directed by the Board.
3. Investment of Society funds must be in accordance to Section 29(3) of the Trustee Act.

4. Cheques of the Society shall be signed by any two (2) of the following in accordance with the Act:
  - a. The president (or chairperson);
  - b. A vice-president (or vice-chairperson);
  - c. The treasurer.
5. **The maximum amount a cheque can be written by the Society is \$350,000.**

**(XX). Borrowing by the Society:**

1. The Society may for the purpose of carrying out its objects or for capital purposes, from time to time borrow money and from time to time issue notes, bonds, debentures and other securities.
2. The Board may not borrow more than **\$25,000** without the authorization of the members of the Society.

**(XXI). Fiscal Year:**

The fiscal year of the Society is the year beginning on November 1 and ending on the following October 31.

**(XXII). Auditor:**

1. No person holding office in or employed by the Society is eligible to be appointed as the auditor of or to perform any of the duties of the auditor of the Society.
2. The auditor is to be appointed **BY MAJORITY AT A MEETING OF THE BOARD.**
3. The auditor must be a member in good standing of an association of accountants recognized by the Director.

**(XXIII). Financial Statements:**

1. The financial statement referred to in Section (6). of the bylaws in accordance with the Act must be a review engagement report or audit report prepared by a
  - a. Certified General Accountant, or;
  - b. Certified Management Accountant, or;
  - c. Chartered Accountant.

**(XXIV). Amendments to the Bylaws:**

1. At the annual meeting of the Society or **by special resolution**, the members of the Society may make, alter and repeal bylaws for the general management of the Society.

2. 2 signed copies of the approved amended bylaws will be sent to the Agricultural Society Program, Alberta Agriculture and **FORESTRY (AF)** for their approval and acceptance.
3. The bylaws shall be reviewed annually by the Board prior to the next annual meeting and any changes approved by the membership at the annual meeting, or a special meeting called for that purpose.
4. **75% OF MEMBERSHIP IN ATTENDANCE IS REQUIRED FOR APPROVAL OF AMENDMENTS.**

**(XXV). Parliamentary Authority:**

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

**(XXVI). Amalgamation or Dissolution of the Society:**

1. The amalgamation of the Society by another Society requires a Special Resolution in accordance with Section 27 of the Act.
2. The dissolution of the Society requires a Special Resolution in accordance with Section 39 of the Act. And the following process will take effect:
  - a. The Society may not distribute its property or pay dividends to its members.
  - b. The Village of Glendon shall become the owner of the real property of the Society and operate and control the property, services and programs as conditions permit.
  - c. Any funds or assets remaining after paying all the debts will be divided equally among the **Glendon Minor Hockey Association, the Glendon Skating Club, the Glendon Catering Club, the Glendon Curling Club and the Glendon Ukrainian Dance Club.**

**(XXVII). CODE OF CONDUCT**

1. **BOARD MEMBERS, SOCIETY EMPLOYEES AND CONTRACTORS MUST READ AND SIGN A CODE OF CONDUCT ANNUALLY.**

**(XXVIII). REAL ESTATE**

1. **The Society shall follow Section 28 of the Act for all real estate matters whether it be real property sales, mortgages or leases over one year, or otherwise dispose of real property owned by the Society.**

(XXVIV) All Other Matters:

1. In the event that these regulations do not adequately cover any situation or time of concern to the executive, directors or members, reference shall be made to the Agricultural Societies Act of Alberta that shall be the supreme authority whereby the actions and activities of the Society are managed and controlled.

Acknowledgement of By-laws and Regulations:

These by-laws and regulations were acknowledge before an annual general meeting or special meeting called for the purpose of approval of these documents consisting of members of the Glendon Agricultural Society.

Signed before the people at this meeting at Glendon in the Province of Alberta this 1st day of December, 2020.

President: Stacy Sandmeyer Stacy Sandmeyer

Vice-President: Joeline Lotsberg JOELINE LOTSBERG

Director: Andrew Andrew

Director: \_\_\_\_\_





Special Meeting

Tuesday, December 1, 2020

Attendance: recorded on attached record sheet

Stacey Sandmeyer, President called the meeting to order at 8:07pm once we confirmed we had 22 members present at the meeting from members in attendance and on Zoom.

The Bylaws were reviewed page by page with the amendments noted in BOLD on each page.

Andrea Wolosiewicz motioned to adopt the bylaws as amended and reviewed today, December 1, 2020. Seconded by Garry Kissel. All in favor and motion was carried.

Stacey then thanked all the members for making time for the call tonight and reminded them that the Annual General Meeting will be held January 21, 2021.

Meeting was adjourned at 8:34pm.



**Special Meeting**  
**Tuesday, December 1, 2020**  
**ATTENDANCE**

	Print Name	Sign Name	Member please check one	Lifetime Member
1	Nicole Dargis	Nicole Dargis	<input checked="" type="checkbox"/>	
2	Andrea Wolostewicz	Andrea Wolostewicz	<input checked="" type="checkbox"/>	
3	Stacey Sandmeyer	Sandmeyer	<input checked="" type="checkbox"/>	
4	David + Sheila Sandmeyer	Zoom		<input checked="" type="checkbox"/>
5	Frank + Betty Sandmeyer	Zoom		<input checked="" type="checkbox"/>
6	Olga Oszust	zoom	<input checked="" type="checkbox"/>	
7	Jenn Janz	Zoom	<input checked="" type="checkbox"/>	
8	Carolle Zahara	zoom	<input checked="" type="checkbox"/>	
9	Kim Kully	zoom	<input checked="" type="checkbox"/>	
10	Marie Koch	zoom	<input checked="" type="checkbox"/>	
11	Thelma Watrich	zoom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Garry Kissel	zoom	<input checked="" type="checkbox"/>	
13	Joeline Kotsberg	zoom	<input checked="" type="checkbox"/>	
14	Anna Keepart	zoom	<input checked="" type="checkbox"/>	
15	Tamara Dell	Zoom	<input checked="" type="checkbox"/>	
16	Angela Werstjuk	zoom	<input checked="" type="checkbox"/>	
17	Danielle Kwiatkowski	zoom	<input checked="" type="checkbox"/>	
18	Monique Winchester	zoom	<input checked="" type="checkbox"/>	
19	Krysten Kwiatkowski	zoom	<input checked="" type="checkbox"/>	
20	Scott Makaruk	zoom	<input checked="" type="checkbox"/>	
21	Ken Pshyk	zoom	<input checked="" type="checkbox"/>	
22	Stacey Malo	zoom	<input checked="" type="checkbox"/>	
23				
24				
25				
26				
27				
28				

**Mandatory Requirements for Agricultural Society Bylaws**

By July 1, 2022, all agricultural society bylaws must include all of the items listed on this page as required by the new Agricultural Societies Regulation, before the Agriculture and Forestry Director can approve them. You must address all of the items listed on each line. Pages 2-3 include recommended items you may wish to include.

Membership Bylaws (Section 6 of Regulation)	List Section
Classes of membership & eligibility criteria	III
Circumstances when sale of new memberships are suspended (e.g. when a special meeting is called until the business of the meeting is concluded; can also state there are no circumstances but must address in bylaws)	VII #8
Payment of membership fee & conditions of membership	III #2 +4
Manner and criteria for suspension or cancellation of membership	IV
<b>Society Meetings Bylaws (Section 7 of Regulation)</b>	
Method of notification of members and public (public must be notified of your AGM)	VIII #1
Specify Items on Agenda for AGM	VI
Specify process of meeting to address serious concerns initiated by no fewer than 10 members	VII
<b>Quorum Bylaws (Section 8 of Regulation)</b>	
Quorum for a meeting of society	IX #1
Quorum for a board of directors meeting	IX #2
<b>Voting Bylaws (Section 9 of Regulation)</b>	
Govern the voting, including voting by proxy	X #4
<b>Bylaws Governing Board of Directors (Section 10 of Regulation)</b>	
Specify # of directors	
Provide for the appointment, election and removal of directors	XI #1
Specify term of office of a director	XI #5
Set out max # of consecutive terms or years of service a director may serve	XI #6
Set out procedure by which vacancies on the board will be filled in between AGMs	XVI #3
Establish titles, duties and functions of the officers of the society and selection and removal of officers	XIII 1-5
Set out process for calling and notice of meeting of directors	XIV #4
Set out how a director may participate in a meeting, which may include without limitation participation in person, by telephone or video conference	XIV #7
Set out which directors are eligible to vote on matters being considered by the board of directors	XV #2-3
Specify frequency of board of directors meetings	XIV #3
Set out how the minutes of each meeting of the board of directors are to be reported	XV #4
Set out process for calling and giving notice of an emergency meeting of the board of directors	XIV #9
Determine what constitutes an emergency, for the purpose of calling an emergency meeting	XIV #10
Provide for the establishment and disestablishment of committees	XVII
Set out governance structure for committees	XVII
<b>Financing Bylaws (Section 11 of Regulation)</b>	
Set out the process by which the board of directors appoints individuals to jointly exercise the signing authority for the society (e.g. who has cheque signing authority)	XIX #4
Specify the maximum amount for which the signing authorities are authorized to sign (without having to go to membership for approval)	XIX #5