

GRANDE PRAIRIE ASSOCIATION FOR ARMY CADETS

BYLAWS

1. Membership

- a. Any individual residing in Alberta and being 18 years of age or older and a parent or guardian of an active cadet in the 2850 army cadet Corps is a member of the Association. Any individual residing in the community of Grande Prairie or immediate area surrounding Grande Prairie who has an interest in the 2850 army cadet corps or a vested interest in the cadet corps activities can apply to become a member of the Association. A member cannot be an officer of the 2850 Army Cadet Unit or Staff CI/CIC. One membership position shall be made available to board members of certain community groups who have a vested interest in the cadet corps and community building.
- c. Membership will automatically cancel at such time as the individual's cadet has withdrawn from the 2850 Army Cadet Program or becomes inactive. An individual who wishes to remain a member of the Association must notify the Association executive that they wish to remain a member prior to the cadet withdrawing or becoming inactive. Membership can also be cancelled by written notice by individual member. The Association executive committee retains the right to withdraw any membership if the executive believes that the member is no longer in good standing or if a member is in contradiction of the code of conduct.

2. Board of Directors

- a. The Board of directors consists of the 4 members of the Executive committee, which is formed from the 4 officer positions as follows: President, Vice President, Secretary & Treasurer and this shall constitute the Board of Directors for the Association.
- b. The Board shall, subject to the bylaws or direction given it by majority vote at any meeting, have full control and management of the affairs of the Association. All executive members will conduct themselves with respect for others, keeping in mind the reputation of the Army Cadets in their actions and communications both internally and externally.
- c. All executive members must perform all duties as outlined. Gross neglect or gross misrepresentation will lead to a written warning. Further gross neglect or misrepresentation will lead to a recommendation for dismissal.
- d. The executive membership minimum term of office shall be 2 years. Board elections will be announced every 2 years on even numbered years, or as deemed necessary by the Association. There shall be no maximum number of years of service in any executive position.
- e. A special meeting may be called at any time, upon the recommendation of any 2 members in good standing, provided that they make this request to the President in writing, and state the business purpose of the meeting. A meeting of the board shall be held as often as may be required, but at least once every 3 months, and shall be called by the President

- f. Regular meetings of the Board and Membership shall be called with notice given in accordance with 8.a of this article. Quorum for meetings shall constitute any 3 members of the membership including executive members.
- g. An individual who has been appointed interim or elected to the executive becomes so if they were present at the meeting where the interim appointment or election happens, and if they do not refuse the position. Interim appointments to the executive can only happen if an elected position resigns or is removed.
- h. Any director, upon a majority vote of all members in good standing may be removed from office for any cause which the Association may deem reasonable.
- i. If any director or officer resigns or can no longer hold their elected position, an interim appointment will be necessary to assume their duties until an election takes place.
- j. Two individuals from the same household can not hold executive positions at the same time.

3. President

- a. The President shall be ex-officio member of all committees and shall preside at all meetings of the Association and of the Board. The President shall call meetings once per month or as needed and shall be responsible for providing an agenda of items for each meeting. If absent, the Vice President shall assume all presidential these duties. In the absence of both President and Vice President, a chairperson may be elected at the meeting to preside.
- b. The President will also provide the overall vision and sense of direction for the Association. This position requires someone who is passionate about supporting the 2850 Army Cadet Program and serves as a role model for all members of the Association. The President will be the spokesperson, representative and liaison for the Association with the Commanding Officer of the 2850 Army Cadets.

3. Vice President

- a. The Vice President shall assume the responsibilities of the President in their absence and will work closely with the President on all necessary matters as an ongoing process. This position requires someone who is passionate about supporting the 2850 Army Cadet Program and serves as a role model for all members of the Association.

4. Secretary

- a. This position can be combined with the Treasurer position.
- b. The Secretary will be responsible for attending all meetings of the Association and the Board, and to keep accurate minutes of such meetings. In the case of an expected or unexpected absence a temporary Secretary may be appointed at the meeting.
- c. The Secretary shall have charge of all the correspondence of the Association. The Secretary will manage the list of active members in good standing, as well as a database of contact information for the same. It will be the secretary's responsibility to send

notices of various meetings as required and keep detailed organizational files and correspondence.

5. Treasurer

- a. The Treasurer shall be responsible for all funds coming in and going out of the Association. This position shall be responsible for accurate and timely accounting of all funds received and disbursed and keep such books as directed. These receipts and disbursement records must be available upon request of the membership for review, within a reasonable time after such request might be made.
- b. Each month during a regular meeting of the Association, an account of income and expenditures shall be presented to the membership. This report shall carry details of the expenses and the source of the incoming funds. An annual financial report will be presented at the Annual General Meeting of the financial position of the Association, duly audited prior to the meeting. A copy of the approved financial report shall be submitted to the Secretary for the records of the Association.
- c. A budget request by the Commanding Officer of the Cadet unit shall be prepared with the assistance of the Treasurer once per year at a minimum and shall be presented to the Association for all members to view and vote for approval. Once approved, the Treasurer will distribute funds on a reimbursement basis to the applicable unit officers for exercises, clothing, and supplies according to the approved budget. The Association will be responsible for income and expenses incurred by 2850 Army Cadet unit according to the approved budget. A vote by the membership will be required for expenditure amounts requested that are above the previously approved budget amounts, or where the type of expenditure falls outside the scope of the previously approved budget.
- d. The Treasurer shall be responsible for any financial reporting to any bodies outside of the Association including but not limited to the Army Cadet League Alberta Branch and Corporate Registry.

8. Meetings

- a. The Association shall hold an Annual General Meeting on or before October 31st of each year, of which notice in writing to each member shall be delivered no later than 14 days prior to the date of the meeting, or in the case of electronic notice by email no later than at least 10 days prior to the date of the meeting. At this meeting elections of executive officers shall take place. All members in good standing will have the right to one vote each. Voting must be made in person by the attending members at the annual general meeting or if a member chooses not to attend, they may provide their vote in writing. If a member chooses to vote in writing the vote must be provided a minimum of 3 days prior to the meeting. Any member in good standing shall be eligible to any office of the Association, and retention of this elected office will be subject to a screening process governed by the Army Cadet League.
- b. Regular meetings of the Association may be called at any time by the President. The Secretary shall provide notice of each meeting per the provisions as set out in 8. a. of this article a special meeting shall be called by the President upon receipt of a petition signed by two or more members in good standing, setting forth the reasons for calling such a meeting. A special meeting notice shall be provided to all members in writing no

later than 14 days prior to the date of the meeting, or in the case of electronic notice by email no later than 10 days prior to the date of the meeting.

- c. Three (3) members in good standing shall constitute Quorum at any meeting.

7. Books and records

- a. The books, accounts and records of the Treasurer shall be audited at least once per year by a duly qualified accountant, or by two members of the Association chosen for that purpose, to be completed prior to the Annual General Meeting. A complete and proper statement of accounts for the previous year shall be submitted by the Treasurer for approval at a minimum of once per year at the Annual General Meeting. The fiscal year end of the society in each year shall be July 31st.
- b. The books and records of the society may be inspected by any member of the Association in good standing at the Annual General Meeting, or at any time during the fiscal year upon giving reasonable notice and arranging a time satisfactory to the executive. Each member of the Executive shall, at all times, have access to such books and records.

9. Remuneration

- a. No executive officer or member shall receive remuneration for his or her services unless authorized by special resolution at any meeting, and after notice of the same has been given.

10. Borrowing Powers

- a. For the purposes of carrying out its objectives, the Association may borrow, raise or secure the payment of money in such a manner as it sees fit. This power shall be exercised only under the authority of the Association and its governing bodies and in no case shall borrowing be entered into without the sanction of all executive members by a special resolution of the Association.

11. Dissolution

- a. The Association may be dissolved at any time if the majority of the membership, together with the Army Cadet League and Officers of 2850 Grande Prairie Army Cadets agree that the Association has not carried out its duties fairly and honestly or otherwise can no longer carry on its duties and responsibilities.
- b. Upon dissolution, all funds and property owned by the Association, after payment of any outstanding debts, shall be transferred and delivered to the Army Cadet League of Canada Alberta Branch for distribution to the Commanding Officer of 2850 Grande Prairie Army Cadets.
- c. The dissolution of this Association and transition of property and funds will be overseen by the Army Cadet League Representative assigned to 2850 Army Cadet Corps.

12. Bylaws

- a. These Bylaws may be rescinded, altered, or added to by a Special Resolution and vote from the members in good standing with notice of the changes announced to the membership 14 days prior to the meeting where voting will be taking place.