

ALBERTA DONKEY & MULE CLUB BYLAWS (2004)

1. NAME

- 1.1. The name of the club shall be the Alberta Donkey & Mule Club, hereafter referred to as ADMC, and shall be a non-profit organization dedicated to the recordation, furtherance and well-being of donkeys and mules.

2. OBJECTIVES

- 2.1. The club shall have the following objectives:
 - 2.1.1. To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
 - 2.1.2. To encourage and foster and develop among it's members a recognition of the importance of mules and donkeys to agriculture in the national life.
 - 2.1.3. To promote and protect the well being of donkeys and mules.
 - 2.1.4. To organize promotional shows and competitions.
 - 2.1.5. To organize regional and national clinics and meetings
 - 2.1.6. To promote public education in the use, appreciation and management of donkeys and mules.
- 2.2. ADMC shall work to preserve and improve the standard of donkeys and mules in general by improved breeding and encourage the appreciation, care, management and use thereof through education.
- 2.3. ADMC shall work to prevent cruelty to donkeys and mules, and shall cooperate with persons and groups that work to provide care and protection for donkeys and mules.
- 2.4. ADMC may positively promote donkeys and mules through shows or exhibitions, may encourage the provision of classes for donkeys and mules at shows and competitions and may support these activities financially, by sponsorship or ribbons and awards.
- 2.5. ADMC may do all such things as are considered necessary to the attainment of the stated objectives.
- 2.6. Affiliation: ADMC shall work with and maintain liaison with the national body.

3. HEAD OFFICE

- 3.1. The head office of the ADMC shall be the current address of the Secretary.

4. MEMBERSHIP

- 4.1. Membership in the ADMC shall be granted upon payment of membership fees, and shall be paid annually.
- 4.2. Membership fees shall be determined from time to time by the board, and approved by the membership at the Annual General Meeting.
- 4.3. Life memberships shall be reviewed by the Executive Board and approved by the membership at the Annual Meeting.
- 4.4. The membership year of the club shall be February 1st to January 31st of each year.
- 4.5. Any member in good standing has the right to attend any Annual or Semi Annual Meeting.
- 4.6. All members must act in accordance to the bylaws and objectives of the club.
- 4.7. Resignation of a member: Any member wishing to withdraw membership may do so upon notice in writing to the board through the secretary.
- 4.8. Expulsion of a member shall require a two thirds (2/3) majority vote at an Annual Meeting or Special Meeting.
 - 4.8.1. The notice of expulsion will be accompanied by a statement of the reason(s) for expulsion. A statement will be available upon request to members.
 - 4.8.2. The person subject to expulsion shall be given an opportunity to be heard at a meeting before being put to vote.

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- 4.9. Reimbursement may be made to an officer or member of ADMC in return for authorized service rendered to ADMC.
- 4.10. All reimbursement requests must be accompanied by receipts and are subject to Executive Board approval.

5. VOTING

- 5.1. Any member in good standing has the right to one vote at all General Meetings or Special Meetings. The President shall only vote to break a tie.
- 5.2. All votes shall be counted in a manner stipulated by the Board.

6. BOARD OF DIRECTORS

- 6.1. Board of Directors, Executive Board, or Board shall mean the Board of Directors of the ADMC.
- 6.2. The business of the ADMC shall be conducted by the Executive Board, which shall be comprised of the President, Vice President, Past President, Secretary, Treasurer and four (4) directors as elected.
- 6.3. Each person shall have one vote, and the President shall only vote to break a tie. Motions shall be carried by simple majority.
- 6.4. Members of the Board will be elected by secret ballot taken at an Annual General Meeting by all members in good standing.
- 6.5. Expulsion of a Board member shall require a two thirds (2/3) majority vote at an Annual Meeting or Special Meeting.
 - 6.5.1. The notice of expulsion will be accompanied by a statement of the reason(s) for expulsion. A statement will be available upon request to members.
 - 6.5.2. The person subject to expulsion shall be given an opportunity to be heard at a meeting before being put to vote.
- 6.6. All positions on the Executive are voluntary and unpaid.

7. DUTIES OF BOARD MEMBERS

- 7.1. The President will preside over all meetings, be responsible for the well being or guidance of the club, keep abreast of all event happenings within the club, and act in the best interest of the club and it's members.
- 7.2. The Vice President will assist the president in the responsibility of the club and chair meetings in the absence of the President.
- 7.3. 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 all. He/she shall have charge of the seal of the society and whenever used shall be authenticated by the signature of the Secretary and the President. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
- 7.4. The Treasurer shall keep the financial records and ledgers of the club and be responsible for the management of finances.
- 7.5. Directors must attend meetings regularly, communicate with members and interested people in their district or designated area, and stay informed and keep abreast of the affairs and developments of the club.
- 7.6. The Board will manage the affairs of the society. The Executive Board is empowered to deal with any matter not provided for in the rules and bylaws.

8. TERMS OF OFFICE

- 8.1. The Executive Board positions shall be filled from recommendations reviewed from the nomination committee appointed prior to the Annual Meeting and from the floor.

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- 8.2. The President and Treasurer shall be elected and hold office for two (2) years. The Past President shall also hold office for two (2) years.
- 8.3. The Vice President and Secretary shall be elected in the alternate year and shall hold office for two (2) years.
- 8.4. The directors shall be elected by the membership and shall hold office for two (2) years. Two (2) directors to be elected each year.
- 8.5. Any member of the Board who vacates their position during their term of office may be replaced by an appointment of the Executive Board until the next Annual Meeting.
- 8.6. Retiring officers are eligible for reelection.

9. MEETINGS

- 9.1. The Annual General Meeting shall be held at a time and place most convenient to as many of the members as possible. Members will be notified thirty (30) days in advance of the meetings by mail in the form of a newsletter or special notice. The Annual General Meeting is to be held within the first three (3) months of the fiscal year.
- 9.2. A Special Meeting may be called on the instructions of any seven (7) members thereof, provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Members will be notified ten (10) days in advance by mail or three (3) days notice by telephone. The location will be as convenient for as many members as possible.
- 9.3. Members have the right to inspect the minutes from the past years meeting's by request in writing to the President.

10. QUORUM

- 10.1. An Executive quorum shall be a minimum of four (4) members. The quorum at an Annual General or Special Meeting shall be seven (7) members present.

11. FINANCIAL REPORTS

- 11.1. At each Annual General Meeting, the Treasurer shall present a financial report, which has been reviewed by two members in good standing of the Alberta Donkey & Mule Club, which will be appointed by the Board of Directors at the Semi Annual Meeting.
 - 11.1.1. If any borrowing of funds is deemed necessary by the Board, it must be approved by two thirds (2/3) majority of the members present at the Annual General Meeting or Special Meeting. Notification of desire to borrow funds must be given to general membership thirty (30) days prior to meeting.
 - 11.1.2. Members have the right to inspect the past year's financial statements of the club upon request in writing to the President.

12. BYLAWS

- 12.1. Changes to the Bylaws will be by special resolution by the members and shall require Notice of Motion and a three quarter (3/4) vote at the annual General Meeting.
- 12.2. The Secretary shall prepare the approved amended bylaws and send them to the corporate registry for approval.

13. TERMINATION

- 13.1. In the event the club ceases activities, the Executive Board shall turn over assets of the club to a similar or kindred organization that is non-profit or charitable and dedicated to the well being of animals.