

**WOMONSPACE SOCIAL AND RECREATIONAL
SOCIETY OF EDMONTON**

BYLAWS

(Last Revision at AGM on October 24, 2009)

NAME

There shall be an organization the name of which shall be WOMONSPACE SOCIAL & RECREATIONAL SOCIETY OF EDMONTON, hereafter referred to as WOMONSPACE.

BYLAWS

ARTICLE I – MEMBERSHIPS

1. DEFINITION OF MEMBERSHIP

a) DEFINITION OF A FULL MEMBER IN GOOD STANDING:

A full member in good standing is woman eighteen years of age or older who has paid her membership dues in accordance with Article 1, Section 3 and who abides by the rules and regulations specified in the by-laws of WOMONSPACE.

b) DEFINITION OF AN ASSOCIATE MEMBER IN GOOD STANDING:

A person who wishes to support WOMONSPACE goals and objectives through financial support. Associate members do not have voting privileges.

c) DEFINITION OF A VOTING MEMBER:

All members that fulfill the requirements stipulated in Article I, Section Ia, are eligible to vote at WOMONSPACE general meetings.

d) DEFINITION OF AN EXECUTIVE (BOARD) MEMBER:

A member who had met the criteria specified in Article I, Section Ia, and who has been elected by a quorum of members or acclaimed to a position on the WOMONSPACE Executive (Board) as listed in Article IV, section 3.

e) DEFINITION OF A VOLUNTEER:

A volunteer is a person who may or may not be a member of WOMONSPACE (Article I, Section Ia) who has performed a minimum of 4 hours of volunteer service per year.

2. RIGHTS AND OBLIGATIONS OF A FULL MEMBER

- A. Those acquiring a membership shall be given a copy of the Society's bylaws upon request.
- B. Full members shall have the right to vote at all general and annual meetings.

- C. Members, other than the Executive (Board) members, shall not have the right to vote at Board meetings, but are welcome to attend and participate in the discussion.
- D. Any policies of WOMONSPACE, including Board decisions, may be amended or vetoed by a majority vote of 75% of the full membership (Article III, section 5) in attendance.
- E. Full members will have the right to view or examine the financial books of WOMONSPACE upon giving proper notice as stipulated in Article X.
- F. Full members will have the right to request minutes from the general meeting or any WOMONSPACE publication as specified in Article IV, Section 3c (iii).
- G. Members and their guests will conduct themselves in an orderly fashion at all WOMONSPACE meetings, activities and other social functions. Anyone not behaving in the aforementioned manner may be required to leave the meeting/activity or social function at the discretion of 2 or more Board members.

3. DUES AND BENEFITS APPLICABLE TO MEMBERS

- A. Memberships will commence upon receipt of membership form and fee.
- B. Annual dues must be received by the end of the month in which membership commenced the year previous or membership will be discontinued.
- C. Members are solely responsible for ensuring their membership is current.
- D. Members will be entitled to preferential admission and a reduction in admittance fee to selected activities or social functions organized or sponsored by WOMONSPACE as determined by the Executive (Board).
- E. Membership dues are as follows: \$20.00 per annum for full & associated members: \$30.00 per annum for household (2 memberships, 1 newsletter).
- F. Women experiencing financial difficulties at the time they are applying for or renewing their membership may apply in writing to the Executive (Board) for all or part of their membership dues to be waived.
- G. Membership dues can be changed at the discretion of the Executive (Board).

ARTICLE II – SUSPENSIONS, EXCLUSIONS, AND WITHDRAWALS

1. SUSPENSIONS:

Temporary removal of membership privileges. The suspended member will not have her membership discontinued.

- A. Any member may be suspended from the membership after she has received a verbal or written warning for any of the following reasons:
 - i. Disruptive behaviour at meetings, activities and/or social functions.
 - ii. Acting as a representative of WOMONSPACE when not given direction or authorization to do so by the Board and/or a quorum of the voting membership.
 - iii. Misconduct that harms WOMONSPACE and/or a member executing WOMONSPACE duties, or that has the potential to cause harm.

- B. The duration of the suspension, to the maximum of 3 (three) months, is to be recommended by a quorum of the Board, then proposed by membership number (not by name), where at that general meeting the proposed suspension will be decided upon by a quorum of the voting membership.

2. EXPULSIONS:

DEFINITION OF EXPULSION:

Removal of all membership privileges, for a specific period of time, as determined by a quorum of the Executive (Board) members. The expelled member will have their membership card discontinued. This excludes the member from attending WOMONSPACE meetings, activities or social functions, unless otherwise stipulated in the motion.

- A. Members may be expelled for any of the following reasons:
 - i. Misappropriation of WOMONSPACE funds.
 - ii. Falsification or misuse of the records, financial books and/or membership list of the society.
 - iii. Two suspensions within a 12-month period.

3. WITHDRAWAL:

- A. Members withdrawing their membership within 30 (thirty) days of paying their dues will forfeit 20% of the dues paid. Members withdrawing after 30 days of paying membership dues will not receive any reimbursement.

ARTICLE III – MEETINGS

1. QUORUMS:

- A. A quorum of the Board shall consist of a majority of its members.
- B. A quorum at general meetings and special meetings shall consist of 5 full members, including Board members.
- C. A quorum at annual general meetings shall consist of 14 full members, including Board members.

2. ANNUAL GENERAL MEETINGS:

- A. The annual general meeting shall be held during October.
- B. Voting members shall receive written notification (to last known address) 2 weeks prior to the meeting.

3. GENERAL MEETINGS:

- A. General meetings must be called by Board members and may be held at any time.
- B. A reasonable attempt is to be made to notify members 2 weeks prior to the general meeting.

4. SPECIAL MEETINGS:

- A. Special meetings must be called by the Board upon receipt of a petition signed by 14 full members of WOMONSPACE. The membership is to be made aware of the reason for such a meeting and only the resolution for which the meeting was called may be discussed.
- B. Voting members shall receive written notification (to last known address) 2 weeks prior to a special meeting.

5. RIGHTS OF VOTING:

- A. A full member in good standing has the right to vote at all annual, general and special meetings.
- B. In order for a vote to be valid, a quorum must be present as defined in Article III, Section I.
- C. If quorum is not present, the voting membership is to be notified 2 weeks prior to the meeting on all proposals passed at the previous meeting. The proposals, presented as motions, if unchallenged at the following meeting, will be accepted as passed motions.
- D. In the case of a tie vote, the Chairperson will cast the deciding vote. If the Chair abstains, the motion is defeated.

ARTICLE IV - APPOINTMENT, TERMS, DUTIES, REMOVAL, AND SUB-COMMITTEES OF THE BOARD1. APPOINTMENT OF BOARD MEMBERS:

- A. Nominations for general elections for board positions shall be opened at the annual general meeting.
- B. General elections will be held at the end of the annual general meeting.
- C. Any full member in good standing is eligible for nomination.

2. TERMS OF OFFICE:

- A. Terms of office for all Board members shall be staggered two-year terms terminating at the Annual General Meeting.
- B. The following positions will renew in even years: President, Secretary, Activities Director, Newsletter Director (**non-voting**), Marketing Director and Past President (**non-voting**).
- C. Positions renewing in odd years include: Vice-President, Treasurer, Volunteer Coordinator, Public Relations Director and Membership Director.

3. DUTIES OF BOARD MEMBERS:

- A. President shall:
 - i. Act as Chairperson for WOMONSPACE meetings or shall be responsible for delegating another Board member for that purpose.
 - ii. Be a signing officer for WOMONSPACE.
 - iii. Cast the deciding vote in the case of a tie at meetings, which she chairs.

- iv. Act as representative for WOMONSPACE or shall be responsible for delegating another Board member to this duty.

B. Vice-President shall:

- i. Act as the President/Chair in the absence of the President.
- ii. Assist the President at all times.
- iii. Act as a liaison, between WOMONSPACE and any other organization or delegate a member to the duty.
- iv. May be responsible for counting dance receipts.

C. Secretary shall:

- i. Compile and archive accurate minutes of all WOMONSPACE general, annual, special, ad hoc and standing committees.
- ii. Make minutes of meetings available to all full members.
- iii. Have charge of all WOMONSPACE correspondence including the telephone line and ensure that all general correspondence, as well as telephone messages, is handled appropriately.
- iv. Maintain all written records pertinent to WOMONSPACE.
- v. Write all correspondence upon request of the Board or appoint an appropriate member to attend to that duty.

D. Treasurer shall:

- i. Receive all revenues of WOMONSPACE.
- ii. Pay all bills when due.
- iii. Maintain an accurate record of all receipts and disbursements made.
- iv. Present a statement of receipts and disbursements at all meeting.
- v. Deposit funds in a chartered bank, trust company or credit union, designated by WOMONSPACE.
- vi. Present an audited financial statement of WOMONSPACE at the annual general meeting.
- vii. Endorse all cheques or withdrawals from the WOMONSPACE account or delegate another signing authority in her absence.
- viii. Advise members of the proper financial procedures to be used at WOMONSPACE functions.

- ix. Have all major purchases approved by a quorum of full members at general meetings.
- x. Audit, at year-end, the records of the Membership Director concerning membership dues.
- xi. Ensure that WOMONSPACE maintains its Society status with Albert Corporate Registry.
- xii. May be responsible for counting dance receipts.

E. Membership Director shall:

- i. Update and maintain a complete membership list, including addresses and telephone numbers.
- ii. Keep membership information confidential, only providing information to allow for the functioning of the Society.
- iii. Send membership renewal notices and forms to the member's last known address.
- iv. Provide receipts for membership dues paid.
- v. Receive and deposit or forward all membership funds to the Treasurer.
- vi. Head any committee dealing with membership drives.
- vii. Provide to other Board members relevant information on membership numbers, acquisitions, renewal and non-renewals.
- viii. Provide a membership card for all new and renewing members and ensure the criteria set out in Article I, Section I and 2A are met.
- ix. Be a signing officer for WOMONSPACE.
- x. Mail out Womonspace newsletters to membership.

F. Activities Director shall:

- i. Promote cultural, recreational and social entertainment for the membership.
- ii. Facilitate the education of WOMONSPACE members about the policies of the Society and about its current issues and events related to its objectives.
- iii. Assist and/or supervise arranged co-ordination of social functions/activities.
- iv. Forward any minutes for activity meeting to the Secretary for archiving.
- v. May be responsible for counting dance receipts.

G. Public Relations Director shall:

- i. Act as a representative for WOMONSPACE in conjunction with the President. The Director shall make public statements based upon Society policy on issues in which Womonspace becomes involved.
- ii. Facilitate the education of WOMONSPACE board members about policies of the Society and about its current issues and events related to its objectives.
- iii. Foster awareness among the lesbian community about activities and services of WOMONSPACE.
- iv. Keep a current record of media coverage of issues relating to the objectives of WOMONSPACE and make these available to the membership.
- v. Ensure any records or correspondence is forwarded to the Secretary.
- vi. Attempt to show the general society that lesbian/gay individuals have contributed to our heritage.
- vii. Advertise events and other activities.

H. Newsletter Director shall:

- i. Act as editor of the WOMONSPACE newsletter.
- ii. Form a newsletter committee as required for article contributions and copyediting.
- iii. Solicit and compile articles for the WOMONSPACE newsletter.
- iv. Facilitate the copying, publishing and distribution of the newsletter.
- v. Newsletter Director shall **not** be a **voting** Board member and is not required to attend monthly Board meetings.

I. Volunteer Co-Ordinator shall:

- i. Solicit, contact and organize volunteers for help with dances and other social events.
- ii. Compile a list of volunteers.
- iii. Contact and invite outstanding volunteers to an appreciation activity.
- iv. Be the contact person for volunteers from a dance co-sponsor group.

J. Past President shall:

- i. This position shall be created if the past president is not elected to a current Board position.

- ii. Act as an advisor, when requested, to the current board to assist with continuity of the policies and procedures of the Society for the period of 1 year.
- iii. Not a voting position at Board meetings.
- iv. Receive an honorary 1-year membership.

K. Marketing Director shall:

- i. Solicit, invoice and retain advertisers for the Womonspace Newsletter.
- ii. Correspond with individuals enquiring about advertising.
- iii. Maintain a spreadsheet with the current status of advertisers.
- iv. Solicit the general public, individual members and businesses to donate to Womonspace for such events as: the annual golf tournament and the silent auction, etc.

4. REMOVAL OF BOARD MEMBERS

- A. A board member who does not fulfill her duties or is consistently absent may be considered delinquent and removed from her position after she has been served written notification (to her last known address) two (2) weeks prior to the meeting at which her removal will be discussed.
- B. Board member may have her duties temporarily removed, as decided by a quorum of the Board, for any of the following reasons:
 - i. Suspected misappropriation of funds.
 - ii. Suspected falsification or misuse of financial books, records or the membership lists.
 - iii. Acting as a representative of WOMONSPACE without authorization from the President or the Public Relations Director.
- C. Removal of a person from a position on the WOMONSPACE Board can be passed by a quorum of the Board.

5. SUB-COMMITTEES OF THE BOARD

The following sub-committees shall serve to carry out functions that are endorsed by the Board. The Board will review sub-committee terms of reference annually. A Board representative will serve as chair on each sub-committee with all other positions being filled by volunteers.

- A. Activities Sub-Committee
 - Dance Committee
 - Pride Week Committee
 - Golf Tournament Committee
- B. Newsletter Sub-Committee
- C. Volunteer Sub-Committee
- D. Marketing and Public Relations Sub-Committee

E. Membership Sub-Committee

ARTICLE V - EXERCISE OF BORROWING POWERS

1. For the purpose of achieving its objectives, WOMONSPACE may borrow, raise or secure money in such a manner as the membership deems fit and in particular by the issue of debentures. This power shall be exercised only under the authority of WOMONSPACE, and in no case shall debentures be issued without the sanction of a special resolution of WOMONSPACE.
2. No indebtedness shall be undertaken without incorporation.

ARTICLE VI - AUDITS OF ACCOUNTS AND RECORDS

1. The Treasurer's books and records of the fiscal year (September 1 – August 31) shall be audited at least once a year by a duly qualified accountant or by two (2) qualified people elected from the membership as auditors.
2. A complete and proper statement of the standing of the financial books for the previous year shall be submitted by such auditor(s) at the annual general meeting.

ARTICLE VII - CUSTODY AND USE OF THE SEAL OF THE SOCIETY

1. The Board of WOMONSPACE shall delegate one of its members to have custody of the seal.
2. The seal shall only be used when required by law.

ARTICLE VIII - MANNER OF MAKING, ALTERING AND RESCINDING BYLAWS

1. Procedures:
 - A. Proposals to make, alter or rescind bylaws must be submitted to the Board.
 - B. The Board shall present the proposal to the membership not less than thirty (30) days prior to the voting date.
 - C. Proposals shall be enacted by a quorum of 14 voting members present.

ARTICLE IX - PREPARATION AND CUSTODY OF MINUTES AND OTHER RECORDS OF WOMONSPACE

1. PREPARATION AND CUSTODY OF MINUTES AND OTHER RECORDS:
Minutes of all meetings of WOMONSPACE and its committees shall be prepared in a legible and concise manner. These then are given to the Secretary who shall have custody thereof.
2. ARCHIVES:
A member shall be designated by the Board to be custodian of archives, which shall consist of all past event records of WOMONSPACE.

ARTICLE X – INSPECTION OF BOOKS AND RECORDS

The financial books and records of WOMONSPACE may be inspected by any full member of the WOMONSPACE at the annual general meeting, or at any other time upon giving reasonable notice and arranging a time satisfactory to the Treasurer and the member(s) inquiring.