

# White Sands Community Hall Society Bylaws

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## **DEFINITIONS and INTERPRETATION:**

“Confirmed Email” – all correspondence and communication for the White Sands Community Hall Society will be by email. This is deemed to be the most cost effective and quickest method of communication. Those wishing to receive notifications of events, meetings, etc. must supply the Secretary of the Hall Society with their email address. Email addresses will be held in strict privacy - not be distributed to any other persons or businesses.

“Hall Society” or “Society” – refers to White Sands Community Hall Society

“Member in good standing” – means any member who has not been expelled, who has not voluntarily withdrawn, or who has not been asked to leave a meeting.

“Proxy” – Voting by Proxy will be allowed at the Annual Meeting. Any person entitled to vote may do so personally or by proxy. On a show of hands, a person carrying another validated voter’s proxy may indicate that he is showing hands for one or more units. Prior to any vote on behalf of another member, the person assigned the proxy must show proof of Proxy by providing to the Board the Proxy Form issued by the White Sands Community Hall Society and that form must be fully completed.

“Special Resolution” – A resolution passed at a meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who if entitled to do so, vote in person or by proxy.

## **1. MEMBERSHIP:**

- 1-a. Any person owning Property in the Summer Village of White Sands and being the full age of 18 years, may be a member of the Hall Society. Membership in this Society entitles a member in good standing to vote on matters of the Society and to hold office in the Society. Such votes must be made in person or by proxy.
- 1-b. Any member wishing to withdraw from membership simply has the option to not attend meetings or to be removed from the email contact list.
- 1-c. The Executive, on the basis of a simple majority vote, shall have the right to reject any member not in good standing for any cause which the executive may deem reasonable. The member has 30 days to request a review of the decision. The request shall be made in writing to the Executive.
- 1-d. Rights and responsibilities of members include:
  - To receive communication of meetings, agendas, minutes, and social events
  - Option to attend meetings and to vote on agenda items at those meetings
  - To run for positions on the Executive
  - To add items to meeting agendas

**2. ANNUAL MEETING:**

- 2-a. This Society shall hold an Annual Meeting at the White Sands Community Hall on or before the 9<sup>th</sup> of July (to coincide with the bylaws of the White Sands Rural Crime Watch Society to enable both meetings to be scheduled on the same date) in each year. Notice of the Annual Meeting must be given a minimum 21 days in advance by confirmed email
- 2-b. At the Annual Meeting there will be an election for Board Members. The members will vote for positions in alternating years as follows:
  - Year 1 – President, Treasurer and 2 Directors
  - Year 2 – Vice President, Secretary and 2 Directors
- 2-c. Any 10 members of the Hall Society shall constitute a quorum.
- 2-d. Any member in good standing, including Board Members, shall have the right to vote at the Annual Meeting of the Society. Such votes must be made in person, by proxy, or by secret ballot if requested by any member present at the meeting.

**3. GENERAL MEETING:**

- 3-a. Meetings shall be held as often as may be required, but at least, 4 times per year and shall be called by the President, Vice-President or by the Secretary upon the instructions of the President or Vice-President, given ten days notice by confirmed e-mail.
- 3-b. Any 10 members of the Hall Society shall constitute a quorum.
- 3-c. Any member in good standing, including Board Members, shall have the right to vote at any General Meeting of the Society. Such votes must be made in person or by secret ballot if requested by any member present at the meeting.

**4. SPECIAL MEETING:**

- 4-a. A Special Meeting shall be called by the President, Vice President or Secretary upon receipt of a petition signed by a minimum of 10 Society Members, setting forth the reasons in writing for calling such meeting. The Meeting shall be called with 30 days' notice via confirmed e-mail.
- 4-b. Any 10 members of the Hall Society shall constitute a quorum.
- 4-c. Any member in good standing, including Board Members, shall have the right to vote at Special Meetings of the Society. Such votes must be made in person or by secret ballot if requested by any member present at the meeting.

**5. EXTRAORDINARY MEETING:**

- 5-a. An Extraordinary Meeting shall be held without notice to the membership if a minimum of 7 members are present of which 4 must be Board and Executive Members. Board members may attend the meeting via telephone. All business transactions at such meetings shall be ratified at the next General Meeting.

## **6. DIRECTORS AND OFFICERS:**

- 6-a. All meetings shall follow Roberts Rules of Order.
- 6-b. President - The President shall chair all meetings, including the Annual Meeting and be a governor of all Committees. He/she shall: set and provide agendas to the members one week before the meeting, take direction from the membership as a Group, prepare and present the President's Report at the Annual Meeting.
- 6-c. Vice President - In the absence of the President, the Vice- President shall preside at any such meetings. Also the Vice-President shall accept duties as delegated by the President. In the absence of both, a chairperson may be elected by the meeting to preside.
- 6-d. Secretary - It shall be the duty of the secretary to attend all meetings of the Society, and keep accurate minutes of the same. In the absence of the Secretary his/her duties shall be appointed by the Board.
- 6-e. The Secretary shall have charge of all correspondence of the Society and be under the direction of the President and the Board. The Secretary shall also keep a record of all members of the society and their email and physical addresses, and send all notices of the various meetings as required.
- 6-f. Treasurer - shall receive all monies paid to the Society and shall be responsible for the deposit of same in whatever Bank the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the General Meetings and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth, of the financial position of the society and file a copy of the same for the records of the society.
- 6-g. The office of Secretary and Treasurer may be filled by one person if at any annual meeting for the election of officers it is so decided.
- 6-h. Directors - It is the duty of the directors to take on responsibilities that are given to them by the President, Vice-President, Secretary or Treasurer.
- 6-i. The Executive shall, subject to the bylaws or directions given it by the majority vote at any meeting properly called and constituted, have full control and management of the Society.
- 6-j. A retiring Board member in good standing shall be eligible for re-election. Existing Board members shall serve until their successors are elected and installed.
- 6-k. Any vacancy occurring during the year shall be filled at the next General Meeting, provided it is so stated in the notice calling such meeting.
- 6-l. Any Board member may be removed from office for any cause which the Hall Society may deem reasonable - upon a 75% majority vote of members in good standing attending the meeting and whereby this matter was published in the Agenda for that meeting.

- 6-m. Any Board member who wishes to resign from their office must submit a letter to the Board stating their resignation.
- 6-n. Remuneration - Unless authorized at any meeting and after notice of same shall have been given, no director, officer or member of the Society shall receive any remuneration for his/her service.

## **7. REVIEW OF FINANCES**

- 7-a. A review of the transactions and bank statements for the Hall Society shall take place at the end of the fiscal year by a person not attached to the current Board or Executive of the Hall Society. December 31st in each year shall be the fiscal year end of the society.
- 7-b. Upon 2 weeks' notice, the books and records of the society may be inspected by any member of the Society at the Annual Meeting. The Board shall have access to financial records at all times.

## **8. REVENUE/DISBURSEMENTS:**

- 8-a. Any proceeds or donations of funds shall be administered by the White Sands Community Hall Society.
- 8-b. It is not the mandate of the Society to make charitable donations of any type outside the Village of White Sands.

## **9. BORROWING POWERS**

- 9-a. For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payments of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society. Any debenture can only be issued by a special resolution of the members.

## **10. BYLAWS:**

- 10-a. The bylaws may be rescinded, altered, or added to by a Special Resolution at a General Meeting with not less than 21 days notice. At this meeting, a minimum of 75% of those members voting in person or by proxy must vote in favour of this resolution.

## **11. DISSOLUTION:**

- 11-a. In the event the Hall Society becomes in-solvent, all assets of the Society shall be donated to the Summer Village of White Sands for use on community enhancements. All remaining assets will be administered by the Councillors of The Summer Village of White Sands.

**Proxy**  
**White Sands Community Hall Society**

I, \_\_\_\_\_

*(print name of Land Owner)*

am a Land Owner in the Summer Village of White Sands, owning property at the address of

\_\_\_\_\_

*(print address of Land Owner)*

and thereby qualify as a member of the White Sands Community Hall Society.

I, do hereby appoint \_\_\_\_\_

*(print name of Proxy)*

To be my Proxy for all purposes associated with the business to be conducted at the Annual Meeting of the White Sands Community Hall Society being held on the \_\_\_\_\_ day of July, 20\_\_\_\_, at the White Sands Community Hall.

Phone Number of Land Owner: \_\_\_\_\_

Signature of Land Owner: \_\_\_\_\_

Date: \_\_\_\_\_