

CONSTITUTION AND BY-LAWS

1. NAME

The Society will be known as the Calgary Philatelic Society (CPS).

2. OBJECT

The object of the Society will be the furtherance of philately and the promotion of goodwill and fellowship of its members.

3. MEMBERSHIP

- a. Any person eighteen (18) years of age or older is eligible to apply for membership in the Society.
 - i. Any person otherwise qualified for membership, but who is not yet 18 years of age, shall be eligible for junior membership in this Society. Junior members shall have all the privileges of membership save the right to vote or hold office in the Society, and shall have no right, title, or interest in the property of the Society. The letter “J” prefixed to the numerals shall be an integral part of the membership number of each junior member. Upon reaching the age of 18 years, a junior member of the Society shall be entitled to become a regular member by notifying the Membership Chairperson that he/she is of age. Applicants for junior membership shall further provide a guarantee for financial liabilities to the Society and its members, to be furnished by a parent, guardian, or another member of the Society. The Executive shall determine fees for junior membership.
- b. Each applicant will submit a membership application together with the application fee and current annual dues payment to the Membership Committee Chairperson. The Committee will accept, or reject the application within ninety (90) days of receipt. Dues will be refunded on any rejected application.
- c. Each member will be assigned a Membership number upon joining the Society. This number will be used for all Society transactions.

- d. Any member wishing to withdraw from membership may submit notice by telephone or in writing to the Executive through the Secretary. There will be no reimbursement of prepaid membership fees.
- e. The Executive Committee has the right to expel, or suspend, any member for any reasonable cause. Expulsion will occur by a majority vote of the Executive.
- f. The Membership year is the same as the financial year (See Clause 6a). Annual dues are payable by September 1st each year.
- g. The non-payment of dues by December 31 within the current year will be considered a resignation. Anyone wishing to rejoin the Society must reapply for membership and if accepted will be assigned a new membership number. The old membership number will be reassigned only on payment of application fee and all back annual dues at current rates.
- h. The Life Members Committee nominates individual members for Life Membership. All living Life Members are eligible to vote on Life Membership decisions.

4. FEES AND DUES

- a. The Executive Committee will set the new member application fee and annual membership dues.
- b. Life Members are deemed to be paid up members and thus are not required to pay annual dues.
- c. The Executive Committee may set, or delegate, the setting of all other fees and charges in the Society.

5. MEETINGS

- a. The Executive will set the time and frequency of meetings of the Society.
 - i. The first meeting of each month will be a General Meeting, which shall include any business of the Society to be reviewed with the membership.

- ii. The Annual General Meeting (AGM) of the Society will be held in June; the President's report, the Treasurer's report, election of Officers and Directors, and any other relevant business will be carried out.
 - iii. The President or Secretary may call a Special Meeting upon receipt of a petition signed by a minimum of ten members in good standing. The petition must set forth the reasons for calling such a meeting. The Membership shall be advised of such a meeting by announcement in the prior month newsletter or by other mechanism deemed appropriate.
 - iv. A General Meeting can be designated a Special Meeting if appropriate.
- b. By-Laws can be amended only at a General Meeting of the Society, provided notice of the proposed changes has been announced in the prior month newsletter and/or by other mechanism deemed appropriate.
 - c. Quorum for General Meetings, the Annual General Meeting, and Special General Meetings: The quorum for these meetings shall be 10% of the paid up membership.
 - d. Voting – Each paid up Adult Member of the CPS, as well as each Life Member shall be entitled to a single vote on any items brought before a Special, General, or Annual General Meeting. Voting shall be by a show of hands. In a situation believed to be contentious or where the vote is too close to call, the President may call for a vote by secret ballot. Voting by Proxy will not be allowed at duly constituted meetings of the CPS.

6. FINANCIAL

- a. The fiscal year will be from September 1 to August 31 of the following year.
- b. The Society can only borrow money following a formal vote at a duly constituted General Meeting.
- c. The Treasurer will prepare financial statements for the Society within three months of the fiscal year end; these will be reviewed by the Executive and reported to the next General Meeting.

- d. The Executive Committee will appoint an Auditor. The Auditor shall be appointed from the Society membership unless a suitable qualified person is unavailable in which case the Society will pay for an Auditor to review the Society books. The Society books should be audited as soon as practical after the Society year-end.