

By – Laws
Of The Alberta Cattlemen's Penning & Sorting Association
As Amended and Approved by Majority Vote
April 25, 2004

Alberta Cattlemen's Penning and Sorting Association By Laws

1. Name

The Society shall be known as the Alberta Cattlemen's Penning and Sorting Association.

2. Membership

Membership shall be open to all individuals who have an interest in Penning and Sorting and whose application for membership has received the approval of the Board of Directors.

3. Fees

The Alberta Cattlemen's Penning and Sorting Association Board of Directors shall set the Annual Membership Fee. The fees shall be used to support the running of the Association.

4. Responsibilities

It shall be the responsibility of all members to attend the Annual General Meeting and Special Meetings of the Association and to contribute meaningful ideas and solutions. If for any reason members cannot attend, they should contact the President, Directors or Secretary, either in writing or by telephone to have their concerns or ideas brought forward.

5. Fiscal Year

The fiscal year shall end September 30th.

6. Annual Meeting

An annual meeting must be held each year within sixty (60) days of the end of the fiscal year.

7. Expulsion

Members of the Association shall be expelled for inappropriate behavior toward other members.

8. Board of Directors

- a) Members shall be eighteen (18) years of age to qualify as a director. An election with all eligible members having a vote shall be held each year at the Annual Meeting to elect a Board of Directors for the Association. The Board shall preside over the business of the association to the best of their ability and at all times consider what is best for the association and not themselves.
- b) The Board of Directors shall consist of the Immediate past President and ten (10) Directors. The term for the Directors shall be two (2) years with no Director serving more than four (4) years or two (2) terms without a break of at least one (1) year unless said Director is the President or his equivalent. At each Annual Meeting five (5) Directors with two (2) year term shall be elected.
- c) The office of Directors shall be automatically vacated:
 - C1) if the Director shall resign his office by delivering a written resignation to the secretary of the Association.
 - C2) if he/she is found by a Court to be of unsound mind, if he/she becomes bankrupt or compounds with his creditors.
 - C3) if at a special general meeting of members a resolution is passed by seventy-five percent (75%) of the membership present at the meeting that he/she be removed from office.
 - C4) on death.
 - C5) for presenting misleading information on behalf of the Association.
 - C6) for inappropriate behavior towards other members.
 - C7) if a director is absent for three consecutive Board Meetings in one calendar year without cause.

Provided that if any vacancy shall occur for any reason in the paragraph contained, the Board of Directors by majority vote may by appointment fill the vacancy.

- d) All Directors will serve the Association with no remuneration, including mileage, for attendance at all meetings.
- e) Directors shall elect from their Board a President and Vice President. The President and Vice President, who along with the Past President and the remaining eight (8) Directors, shall form the Executive Committee of eleven (11).

f)

9. Executive Committee

The Executive Committee shall meet at the call of the President, ten (10) days documented notification shall be given for all meetings. An emergency meeting may be called sooner with the consent of the majority of the Directors

10. President

The President may be present and reside at all meetings of the Association but may choose to designate another officer in his stead at specific meetings, shall have the authority to name committees as needed, and shall supervise the affairs of the Association.

11. Vice President

The Vice President will assume the role of the President in the absence of or at the request of or upon the resignation of the President. They may attend sub committee meetings in place of the President.

12. C.T.C.P.A. Representative

The Board of Directors shall appoint a member to represent the Alberta Cattlemen's Penning and Sorting Association at the Canadian Team Cattle Penning Association meetings.

13. Secretary

The Secretary shall record a full and true account of the proceedings of the Annual General Meeting, General and special Meetings, the Board of Directors and the Executive Committee meetings of the Association. The Secretary shall prepare minutes and distribute to the appropriate committee members, from these said meetings in a timely and professional manner attend to all office correspondence and shall perform all other duties as outlined by the Board of Directors and Executive Committee. The Secretary shall keep all minutes of the said meetings, at the office of the Association.

14. Treasurer

The Treasurer shall keep a true and full account of all receipts and expenditures, assets and liabilities, and all business transactions of the Association in ledgers appropriate for that purpose. The Treasurer shall keep the funds of the Association in a Chartered Bank and/or other facility that is approved by the Executive Committee and make payments from these funds as directed by the Executive Committee. All invoices for which payment is made shall be done by cheque and shall be signed by the President or the Vice President or the Treasurer. The Treasurer shall furnish a bond of so requested and said bond will be at the expense of the Association. The position of Secretary and Treasurer may be served by one individual of the Executive Committee is so inclined.

15. Inspection of Books and Records

The Directors shall have the right to inspect the books and records of the Association at any time, at the office of the Association.

16. Auditor

An auditor shall be appointed annually at the Annual Meeting of the Association and shall examine the financial records of the Association and prepare a report that shall be presented at the Annual Meeting. The report shall contain a statement of receipts and expenditures and assets, both physical and financial and liabilities for the year previous, ending on September 30th.

17. Meetings

- a) The Annual Meeting of the Association shall be held within sixty (60) days of the year-end of the Association.
- b) A General Meeting of the Association may be held with thirty (30) days written notice to the membership stating time and place of said meeting.
- c) The Board of Directors and Executive Committee shall receive documented notification fifteen (15) days prior to meetings with the exception of the Directors Meeting held immediately following the Annual Meeting.
- d) An Emergency Meeting called by the President or designate may be held providing all Directors and Executive Committee give their consent.
- e) A quorum at the Annual and General Meetings of the Association shall be all members in attendance, at a Directors Meeting – six (6) and the Executive Committee – Six (6).
- f) The President may call a Special Meeting at the request of twenty (20) members at a time and place of his choice. All Association business may be conducted at said meeting with the exception of amendments to the By Laws. Members shall receive thirty (30) days written notices.
- g)

18. Amendments

The By Laws may be amended at the Annual General Meeting of the Association with 75% majority of the members present. Notice of all proposed amendments shall be in writing and signed by two (2) members who hold a current membership. Said amendments must be received by the Secretary sixty (60) prior to the Annual Meeting and shall be included in the written meeting notice otherwise such amendments will not become part of the agenda for the Annual Meeting.

19. Voting

An individual shall be entitled to vote if that individual is 18 years of age and a member in good standing of the Alberta Cattlemen's Penning and Sorting Association. Voting at all meetings will be decided by majority of votes. Voting at the Annual Directors and Executive Committee Meetings will be by a show of hands unless a vote by secret ballot is requested on certain issues. After the count has been taken, a motion is required to destroy the ballots.

20. Order of Business

It is the responsibility of the President to prepare the agenda for the Annual Meeting. Said agenda shall include the following:

- a) Approval of the previous years Annual Meeting minutes which have been circulated previous to the current Annual Meeting.
- b) Reports of the Officers, Directors and Committees
- c) Resolutions
- d) Election of Board of Directors
- e) Appointment of an Auditor or Reviewer
- f) Unfinished Business
- g) New Business
- h) Adjournment
- i)

21. Disbandment

In the event that the Alberta Cattlemen's Penning and Sorting Association should cease to exist, all funds will be dispersed to a Charity of the member's choice.