

YELLOWKNIFE SEARCH AND RESCUE SOCIETY CONSTITUTION

Adopted (date) June 15, 2023

NAME OF SOCIETY

1. The name of the society is Yellowknife Search and Rescue.

OBJECTS OF THE SOCIETY

2. The objects of the society are to
 - a) provide trained volunteers to aid in the Search and Rescue of people in distress;
 - b) be the common voice for Search and Rescue in Yellowknife and surrounding district;
 - c) establish or adopt standards for Search and Rescue;
 - d) cooperate with all other Search and Rescue resources in Yellowknife and the surrounding district;
 - e) maintain a registry of all Search and Rescue resources;
 - f) increase public awareness of the importance of outdoor safety and the function of Search and Rescue in partnership with other safety-oriented agencies wherever possible;
 - g) provide all necessary equipment and resources for carrying on its various objects; and
 - h) sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society

CHIEF LOCATION OF OPERATIONS

3. The principal municipality for the conduct of operations is Yellowknife.

YELLOWKNIFE SEARCH AND RESCUE SOCIETY BYLAWS

Adopted (date) June 15, 2023

DEFINITIONS

1. In these bylaws,
 - a) “YKSAR” is an acronym for “Yellowknife Search and Rescue”;
 - b) “Director” means a director of YKSAR; and
 - c) “Board” means the Board of Directors of YKSAR.

MEMBERSHIP

2. Membership in the Society is categorized as follows:
 - a) Regular Member: an individual residing in or around Yellowknife, of the age of 19 years or older, who has paid all required membership fees;
 - b) Life Member: an individual who, upon approval by the Board, is thereafter exempt from paying annual membership fees; and
 - c) Associate Member: an individual who, by invitation or application, and payment of any applicable fee, participates with YKSAR in a non-voting capacity.
3. Members of the Society have the right to take part in activities and to use facilities established by the Society for the promotion of its objects subject to such regulations and the payment of such additional fees as the Board may, from time to time, prescribe for specific activities.
4. Any Member may withdraw from membership in the Society by notice in writing to the Secretary.
5. The membership fee of the Society is determined by the Board.
6. Membership fees are due the first day of the first month of each fiscal year. There is no pro-rating of membership fees.
7. A Member is in arrears if the membership fee is not paid within three (3) months of the start of the new fiscal year. While in arrears, the Member is not entitled to membership privileges in the Society until reinstated.
8. In order to be reinstated, the membership fees for the current fiscal year must be paid. Any disputes relating to outstanding membership fees are resolved by the Board.

9. The Board may revoke membership for cause with written notice to the individual(s).
10. All disciplinary action or Member removal must be voted on by the Board by secret ballot.

BOARD OF DIRECTORS

11. The Board consists of a minimum of five (5) Members.
12. The Board consists of the President, Vice-President, Secretary, Treasurer and additional Directors as elected at the Annual General Meeting.
13. Vacancies arising between AGMs may be filled by the Board, by appointment.
14. The total number of Directors will be set by the Board.
15. The Board, subject to the bylaws, or directions given by a majority vote at any meeting properly called and constituted, has full control and management of the affairs of the Society.
16. Meetings of the Board will be held as often as may be required, but at least once every three (3) months, called by the President.
17. A special meeting of the Board may be requested by any three (3) Members of the Board, in writing to the President, stating the business to be brought before the meeting.
18. A quorum at any duly-called Board meeting consists of a majority of the Board members.

OFFICERS

19. The President, Vice-President, Secretary and Treasurer are designated as the officers of the Society.
20. The President
 - a) takes the lead in running the Society;
 - b) chairs General and Special Meetings of Members;
 - c) chairs meetings of the Board;
 - d) consults with other Officers as required to prepare the agenda before meetings;
 - e) ensures that notice of meetings has been sent according to the bylaws;

- f) manages meetings; and
- g) is not entitled to vote on any motion except in the event of a tie.

21. The Secretary

- a) maintains the files and records of the Society, including the minutes, copies of letters, grant applications, annual reports, briefs and proposals, and keeps these records safe;
- b) distributes minutes and agendas to Board members before meetings;
- c) receives and reads correspondence, and brings it to the attention of the appropriate officer;
- d) records motions and decisions of meetings (minutes); and
- e) acts as chairperson, if both the President and Vice-President are absent, and appoints an acting Secretary for that meeting;

22. The Treasurer

- a) reports to the Board to ensure the financial integrity of the Society;
- b) keeps the corporation's funds in a safe place (a bank account) as directed by the Society;
- c) co-signs cheques with another authorized signing officer;
- d) ensures the Society's financial records are kept current and reconciled at all times by keeping accurate records of all receipts and expenditures;
- e) pays accounts as approved by the Board;
- f) submits regular financial statements to the Board;
- g) ensures that all annual financial reports are prepared;
- h) oversees the development of the Society's budget and its presentation to the Board for approval;
- i) monitors the budget and advises the Board of problems and any other financial management issues; and
- j) ensures that funding sources, Members, governments receive timely and accurate financial reports, as required.

23. The Vice-President exercises the duties and powers of the President, Secretary and Treasurer in their respective absences.

24. The offices of the Secretary and Treasurer may be combined into one office to be known as Secretary-Treasurer.

DISPOSAL OF FUNDS

25. All monies received by or on behalf of the Society must be deposited in the Society's bank account for the Society, which account must be with one of the chartered banks of Canada.
26. All disbursements from the bank account must be made by cheques signed by two Directors who are formally authorized by the Board to approve payment.
27. Expenditures over \$500.00 must be approved in advance by a majority of the Board.

ANNUAL FINANCIAL STATEMENTS

28. The fiscal year of the Society runs from April 1 to March 31 of the following year.
29. The annual Financial Statements are reviewed by two Members appointed by the Board. An independent audit of the annual Financial Statements is not required.
30. Following the review, the annual financial statements are approved by the Board, then signed by the President and Treasurer for presentation to the membership at the Annual General Meeting. These statements must include the:
 - a) Assets and Liabilities of the Society in the form of a Balance Sheet as at fiscal year-end; and
 - b) Revenues and Expenditures of the Society in the form of an Income Statement for the fiscal year just ended.
31. The books and records of the Society, whether electronic or hard copy, may be inspected by any member of the Society at the Annual General Meeting. Members may inspect the books and records at any other time subject to making suitable arrangements with the Treasurer.

ANNUAL GENERAL MEETING AND SPECIAL MEETINGS

32. The Society holds an Annual General Meeting between 31 and 180 days following the end of the fiscal year. Notice must be delivered to the membership at least fourteen (14) days before the date of the meeting.
33. General Meetings and Special Meetings of the Society may be called at any time by the President by notice to the membership at least fourteen (14) days before the date of such meeting.

34. A Special Meeting must be called by the President upon receipt of a petition signed by one-third (1/3) of the Members, setting forth the reasons for calling such a meeting. The membership must be notified in writing at least fourteen (14) days before the meeting.
35. Notification must be by written notice to the last known address of each Member delivered by mail, hand, facsimile or e-mail.
36. A quorum at any duly called General Meeting or Special Meeting is ten (10) voting Members present.

VOTING

37. Any Regular or Life Member has the right to vote at any General or Special Meeting of the Society.
38. A motion passes with a majority vote of Members present at the meeting.
39. Nominees for office must accept nominations in writing or in person.
40. Elections for the Board are conducted by secret ballot.
41. All other business may be voted on by a show of hands or secret ballot as deemed appropriate.

REMUNERATION

42. No member of the society is permitted to receive any remuneration from the Society for their services.

RAISING OR BORROWING FUNDS

43. For the purpose of carrying out its objects, the Society may raise money.
44. Borrowing money is not permitted.

REVISIONS TO BYLAWS

45. The bylaws may be rescinded, altered or added to in accordance with the procedures outlined in the Societies Act and Regulations pertaining thereto.
46. Amendments to the bylaws can be passed by either an/a:
 - a) ordinary resolution at an Annual General Meeting at which a majority of those Members present are required to approve the resolution; or
 - b) special resolution, where three-quarters (3/4) of those Members present are required to approve the resolution at a Special Meeting for which

notice of the intention to pass the resolution was provided at least fourteen (14) days in advance.

47. No rescission, alteration or addition has any effect until registered with the Registrar of Societies.