

**ALBERTA RURAL
MUNICIPAL ADMINISTRATORS
ASSOCIATION
BYLAW**

**Adopted at General Meeting
Calgary, March 16th, 1922**

**Bylaw of the
Alberta Rural Municipal Administrators Association**

ARTICLE I - TITLE

This Association shall be called and known as the Alberta Rural Municipal Administrators Association.

ARTICLE II – DEFINITION

1. Association shall mean the Alberta Rural Municipal Administrators Association.
2. Conference shall mean the Annual Conference of the members of the Association.
3. District shall mean a grouping of jurisdictions/municipalities as determined by and consistent with the AAMD&C provincial district designations.
4. Executive shall mean the President, Vice President and one Director from each District.
5. Executive Director shall mean the person or persons duly appointed by the Executive to provide Administrative & Treasurer functions.
6. Good standing in this Association shall mean any member whose membership fee has been paid and who is not otherwise disqualified.
7. Meeting shall mean any general meeting or meeting of the members of the Association or the meetings of the Executive.
8. Presiding Officer shall mean the chairperson who leads the Meetings of the Association.

ARTICLE III – MEMBERSHIP

1. The Executive is to determine appropriate policies and procedures regarding membership.

ARTICLE IV - ELECTION OF OFFICERS

1. The Executive of the Association shall consist of a President, Vice President, and one Director from each of the Districts designated within the province. The President and Vice-President shall hold office for a two year term until the end of the Annual Conference at which time the newly elected President and Vice-President shall take office. Vacancies will be filled as they arise and last for the duration of the current term. Except where otherwise provided, every member of the Executive shall hold office until his successor is elected or appointed.
2. Municipalities within the Province shall be placed into numbered Districts, consistent with and corresponding to the provincial Districts established by the AAMD&C. All active members within any given District shall be eligible for election to the office of Director for their District. Terms of office for Directors shall be two years; annual elections shall be alternated between even numbered and odd numbered Districts.
3. Where more than one member has been nominated for any office, election shall be by secret ballot. A majority vote shall decide all elections. Where no majority exists, the candidates with the lowest number of votes shall be dropped and another vote taken. This procedure shall be followed until a candidate receives a majority vote.
4. The chairman may appoint a returning officer to take the ballot at any election or on any vote. Any member in good standing and who is not a candidate may be appointed as a returning officer. The

returning officer shall not report the number of votes cast for the election of officers unless the majority of members approve a resolution to do so prior to the first ballot.

5. All active members shall be eligible for election to the offices of President and Vice President; such offices shall be nominated and elected at the Annual Conference biannually unless an earlier vacancy occurs.

ARTICLE V - EXECUTIVE

1. The Executive shall have power to fill any vacancy that may occur in the Executive between conferences, and the person so appointed shall hold office until the next Conference.
2. The Executive may make rules, regulations and policy for the proper conduct of the Association as it may deem expedient, provided that such rules shall be in accordance with the Constitution and Bylaws as adopted.
3. Meetings of the Executive shall be held as often as the business of the Association may warrant.
4. Four members shall constitute a quorum at any meeting of the Executive and a majority vote of the members present shall decide all questions.
5. The office of a member of the Executive shall be vacated immediately upon death or conviction for any indictable offense under the Criminal Code.
6. Members of the Executive shall be entitled to traveling and living expenses while attending meetings, at rates approved annually by the Executive.
7. The Executive shall meet prior to the Conference to consider resolutions intended to be submitted to the Conference.
8. The Executive shall establish the annual remuneration for the Executive Director annually.
9. The Executive shall have power to enter into a contract for consulting and/or services.
10. The Executive shall be empowered to make appointments to Boards and Committees as required.
11. The Executive shall be empowered to appoint an Executive Director.

ARTICLES VI - DUTIES OF OFFICERS

1. *PRESIDENT*

- a. The President shall be ex-officio a member of all committees. They shall, when present, preside at all meetings of the Executive. In the event that the President is absent, the Vice-President shall preside as chairperson, and in the absence of both the President and Vice-President, a chairperson shall be elected for such meeting from among those present. In event of the office of President becoming vacant, the Vice-President shall act as President until the next Conference.
- b. The President will submit to a report of the affairs of the Association at each annual conference.
- c. The President and all qualified members of the Executive shall vote on any question.

2. *Executive Director*

- a. It shall be the duty of the Executive Director to attend all meetings of the Executive and Association and to keep correct minutes of the same.
- b. The Executive Director shall receive all monies paid to the Association and shall be responsible for the deposit of the same in whatsoever bank.

- c. The Executive Director shall properly account for the funds of the Association and shall have the financial statements reviewed annually by a qualified auditor approved by the Executive.
- d. The Executive Director shall submit a list of all the accounts paid for ratification by the Executive.
- e. The Executive Director shall have charge of all correspondence of the Association and shall obtain liability, bond & crime insurance at the expense of the Association.
- f. The Executive Director shall keep and maintain record of the membership of the Association, and shall ensure that the record reflects paid current membership fees.
- g. The Executive Director shall perform all such duties as maybe assigned by the Executive Committee.

ARTICLE VII - AMENDMENTS TO BYLAW

Any amendments to the constitution or bylaws may be made at the Annual General Meeting by the members of the Association in the following manner:

- a) A notice of motion for proposed amendments shall be circulated by the Executive Director to the members at least three weeks prior to the date of the Conference.
- b) A vote of not less than two-thirds of the members present and entitled to vote shall be required to carry the motion to amend.

ARTICLE VII - GENERAL

1. The fiscal year of the Association shall be from the 1st day of January until the 31st day of December in each year.
2. The signing authority for the Association will be the Executive Director and one of President or Vice President.
3. The Executive shall ensure that sufficient insurance coverage is obtained to cover the Executive against Bond & Crime and that the Association is covered against incidents that may occur during an Executive approved function including the annual conference & golf tournament.