

# **Calgary Metal Detecting Club**

## **Bylaws**

**Revised and Approved 22 March 2025**

### **Article 1 - THE EXECUTIVE COMMITTEE**

**A. The officers of the Executive Committee shall be:**

- 1. President**
- 2. Vice-President**
- 3. Secretary**
- 4. Treasurer**
- 5. Membership Director**
- 6. Hunt Director**
- 7. Education Director**
- 8. Public Relations**
- 9. Librarian**
- 10. Newsletter Editor**
- 11. Website Administrator**

**B. All officers shall serve WITHOUT financial compensation (including gifts from sponsors). Any compensation received by an individual Executive Committee Officer while conducting any form of Society business should be distributed in a fair manner at a monthly General Meeting or be donated as prizes for future events.**

**C. All officers of the Executive Committee shall be elected at a general meeting of the Membership, usually in November of each year. The election may be by secret ballot if more than one person runs for an open position.**

**D. The position of President shall be limited to a maximum of three (3) consecutive years. There shall be no time limit for service of the other positions on the Executive Committee.**

**E. Any Member in good standing may nominate any other Member in good standing for election as an Officer of the Society. All nominations must be made with the consent of the candidate.**

**Nominees who are not present at the meeting when nominated shall submit their written consent to the President prior to the meeting.**

- F. Any vacancy occurring in an elected position may be filled on a temporary basis by officers of the Executive Committee or by appointment of an individual by an Executive Committee motion. Appointees may run for the open position in the next election.**

**Should the position of President become vacant, the position will be assumed by the Vice-President until such time as a new President can be elected.**

- G. An Officer, either elected or appointed, may be removed from office for conduct unbecoming of his/her position if, in the opinion of two-thirds of the majority of the Executive Committee, such action is warranted.**

- H. A Quorum, for purposes of Executive Committee meetings and motions, shall consist of a majority of the currently filled positions. There are currently eleven Executive positions.**

- I. The Executive Committee shall carry out the administrative functions of the Society. The Executive Committee shall not have the authority to commit the Society to any course of action which would result in a financial commitment beyond the normal expenditures of the Society.**

- J. Special Committees, or Support Positions, may be approved by the President or by a majority of the Executive Committee as needed. These will be temporary positions until a specific set of tasks are completed within a set timeline.**

- K. In addition to attending and reporting at regular and special meetings of the Society, Duties and Responsibilities of each Executive position are:**

- 1. President - The President shall preside at all meetings of the Society and of the Executive Committee and shall perform all such duties as may pertain to his/her office.**

**2. Vice-President - The Vice-President shall assist the President in the discharge of his/her duties upon his/her request and shall, in the absence of the President, perform duties of that office.**

**3. Secretary - The Secretary shall be responsible for the keeping of the Minutes of all meetings and shall handle all official correspondence relating to the Society.**

**4. Treasurer (amended April 24, 2026) - The Treasurer shall keep true and accurate records of all financial transactions of the Society. The Treasurer shall deposit all monies received as donations, e-transfers, and collections at meetings, in a financial institution in the name of the Society. The Treasurer shall make all payments or deposits as ordered by the Executive Committee. The release of funds can be done with approval in writing of the Treasurer and one other member of the Executive Committee. The Treasurer shall provide financial updates at CMDC monthly meetings.**

**The Treasurer will maintain an inventory of assets associated with donations and purchased items.**

**5. Membership Director - The Membership Director shall accept membership applications, collect membership dues, issue receipts, forward all monies to the Treasurer and compile an accurate Membership Roster. The Membership Director shall issue Society Identification Tags to all paid-up Members. The Treasurer will receive monies and issue receipts in the Membership Director's absence or as necessary.**

**6. Hunt Director - The Hunt Director shall organize regular and special Club Hunts for the Membership following approval by the Executive Committee. He/she will ensure that the Society's Code of Ethics is properly followed during these hunts and that all precautions for the safety of the Members and the Public are taken as necessary.**

**7. Education Director - The Education Director's mandate is to provide the membership with an educational segment at regular club meetings or special events.**

**8. Public Relations - The Public Relations Director shall be the Society's spokesperson for all communications with the Public and the Media. The**

**Public Relations Director will promote the Society's good image and maintain a good relationship with all parties involved with the Society.**

**9. Librarian - The Librarian is responsible for storing and caring for the Society's extensive collection of printed materials. As steward of the library, they are also tasked with administering the borrowing and returning of materials and tracking the transactions as necessary to ensure the collection remains intact. In addition, when materials are lost, found, or added to the collection it is the Librarian's duty to inform the Website Administrator so that the current state of the collection is accurately detailed online for the Membership's perusal.**

**10. Newsletter Editor - The Newsletter Editor is responsible for the solicitation of articles that will be used to populate the Society's quarterly newsletter, which is titled "The Buzzer". In addition, the Editor has full artistic license to formulate the newsletter in any manner, provided it does not portray the Society, any of its members, persons of the Public or the hobby of metal detecting in a negative way.**

**Advertising by sponsors MUST be included in the format that best matches the sponsor's original design provided it is approved by the quorum of the Executive Committee.**

**The Newsletter Editor is to inform the membership of existing advertising rates on an annual basis.**

**11. Website Administrator - The Website Administrator is responsible for all duties that pertain to creating, editing and otherwise maintaining the Society's permanent world wide web presence. The URL for this presence is [www.cmdc.org](http://www.cmdc.org). The Website Administrator is expected to carry out their duties in a manner which is commensurate with this position especially when communicating with other website administrators during reciprocal negotiations.**

## **Article 2 - MEMBERSHIP**

**A. The membership of the Society shall consist of:**

- 1. In-Town, Individual or Family Membership**
- 2. Out-of-Town, Individual or Family Membership**

### **3. Honorary Lifetime Membership**

- B. The In-Town FAMILY Membership includes the immediate family of the applicant, regardless of the number of individuals in the family. The applicant and his/her family must reside in the same household within the Municipal boundaries of the City of Calgary.**
- C. The Out-of-Town FAMILY Membership includes the immediate family of the applicant, regardless of the number of individuals in the said family. The applicant and his/her family must reside in the same household outside of the Municipal boundaries of the City of Calgary.**
- D. Lifetime Membership will be awarded to those persons who, for outstanding service to the Society or the hobby of Metal Detecting, have been nominated by a Member or Members of the Executive Committee, and approved by a majority vote first of the Executive Committee and second of the General Membership. This is considered to be satisfied by a two-thirds vote in favour at any regularly scheduled meeting.**

**Lifetime membership status requires being a paid CMDC member for 10 years and serving in a CMDC executive position for 3 consecutive years.**

- E. The Membership Fees are due on or before the first day of each year and shall be assessed as follows:**

**Membership Fees are subject to change from time to time as motioned and passed by a majority vote of the Executive Committee and General Membership.**

- F. Membership in the Calgary Metal Detecting Club is considered a privilege and not a right. Such membership can be terminated when a two thirds majority vote of the Executive Committee ascertains that the conduct of a Member has been such that, in the best interests of the Society, the membership should be terminated.**
- G. Members under the age of Legal Majority, which in Alberta is eighteen years old, shall have the right to vote and shall not be eligible to hold an Executive position.**

- H. In order to remain in good standing, Members shall abide by the Society's Code of Ethics as outlined in the Constitution. A breach of the Code of Ethics shall be considered conduct detrimental to the welfare of the Society and a possible cause for action by the Executive Committee.**
- I. The Application for Membership shall be accompanied by one year's membership Fee. If payment is not submitted, the person shall not be granted Society membership. Membership includes access to the club's Hunt Directory.**
- J. Any Member wishing to withdraw from the Membership may do so upon notice to the Executive Committee. In this case remaining yearly dues will not be refunded.**
- K. If any member is in arrears for dues, such member shall be automatically suspended at the expiration of three (3) months from the date on which the dues are payable, and shall thereafter NOT be entitled to Membership privileges.**

### **Article 3 - MEETINGS**

- A. The Society shall hold regular monthly meetings which are open to all members and Guests. general business matters concerning the Society will be conducted at these meetings and will generally follow a predetermined Meeting Agenda.**
- B. Seven eligible voting members will constitute a Quorum at these meetings of the Society.**
- C. No votes will be taken by Proxy. All members voting on a motion need to be present at that meeting.**
- D. Ordinary resolutions may be passed by a majority vote of a Quorum present at any meeting, where such a resolution is properly raised.**
- E. The President shall call an Annual Meeting of the Executive Committee and additional meetings during that year if the business of the Society dictates.**

### **Article 4 - FINANCIALS**

- A. The Fiscal Year of the Society shall be from January 01 to December 31 of each calendar year.**
- B. The books, accounts and records of the Society shall be audited at least once per year by a qualified accountant OR by two (2) Members of the Society plus the Treasurer.**
- C. Each member of the Executive Committee shall have access to the records, books and accounts of the Society at all times.**
- D. The books, accounts and records of the Society may be inspected by any Member in good standing at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer in charge of such books and records.**
- E. Expenditures - All expenditures (events, awards, purchases) are to be pre-approved by the Executive Committee. Expenditure proposals cannot be approved unless a tentative written budget accompanies the proposal. No verbal budget proposals will be accepted.**

**Approved funds may not be transferred to other projects/purposes without approval by the Executive Committee.**

**Funding approvals are only valid for one year. Funds not expended by this time are to be returned to the Treasurer.**

**Any funds not expended on the approved project are to be returned to the Treasurer**

- F. Reimbursements – Requests for reimbursement are to be submitted to the Treasurer and accompanied by the original receipts associated with the expenditure over \$50.00 within sixty days of the expense. No verbal reimbursement claims will be accepted. If receipts cannot be found, the expenditure will be considered a donation to the Society and no reimbursement will occur.**

## **Article 5 - AWARDS**

- A. Awards, Prizes and Trophies will be awarded according to a majority vote of the membership present at the meeting at the time the vote is taken.**

**B. The Member of the Year Award will be determined through a nomination and voting procedure. Nominations can be made throughout the year prior to the Annual Banquet. Nominations can be submitted to [cmdc.club@gmail.com](mailto:cmdc.club@gmail.com) . Include the nominee's name and reasons for the nomination.**