

EDMONTON TWIN AND TRIPLET CLUB

BYLAWS – 2012

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Section I

NAME

- A. The name of the organization is the Edmonton Twin and Triplet Club, and may be referred to as ETTC or the Club.

Section II

MEMBERSHIP

- A. Membership in the organization shall be open to parent(s) or guardian(s) expecting multiples, parent(s) of, or guardian(s) of, multiple birth children, or any person or group with an interest in promoting multiple birth issues.
Guests may participate in the meetings for support, advice, etc, but cannot reap member benefits (i.e. newsletter, special events, and member shopping at sales), until yearly membership dues are paid.
- B. Any member in arrears for fees or assessments for any year shall be automatically suspended two months after they have gone into arrears. Any member upon a two-thirds vote of all members present at an Executive Board meeting may be expelled from membership for any just cause. Failure to pay annual fees, or upon notice given by telephone, written, or electronic mail shall constitute the resignation of a member. The member will be removed from the membership list and will no longer receive benefits of membership.
- C. Membership fees for the Club shall be reviewed and set by the Executive Board, payable on registration to the Club. Membership start dates are set as April or October, with membership expiring one year later.

- D. Membership dues can be waived for one (1) year at the discretion of the Executive Board to those persons whose circumstances are such that the fee cannot be paid. The names of any persons given complimentary membership shall be kept confidential and they shall enjoy all member benefits.
- E. A lifetime membership shall be granted after ten (10) consecutive years as a member in good standing. A nominal fee may be charged to maintain active membership for receiving the E.T.T.C newsletter, update or mailout and voting rights. A lifetime member must be active to be a part of an affiliated organization.
- F. Members have the right to attend all general meetings, participating in discussions and vote on issues as presented to the general membership by the executive board. Members have the right to attend all program events and participate in the sales. Members have the responsibilities to abide by the bylaws of the Club and pay their membership dues on time.
- G. Members have the right to inspect the books and records of the club given proper notification to the Treasurer. A member interested in inspecting the books and records of the club must verbally or in writing, notify the Treasurer, give reasonable advance notice and arrange a time satisfactory to the Treasurer.

Section III **MEETING**

- A. The general meeting of the Club shall be held 4 times yearly unless otherwise ordered by the Executive Committee. The year's meetings will be set in advance - identifying the place, date, and time and will be posted in the monthly newsletter at least seven (7) days in advance of each meeting.

The Annual General Meeting shall be held in May of each year. Notice is given via newsletter, update or mailout and/or the ETTC website at least thirty (30) days in advance of the meeting.

A special general meeting shall be called by the President or Secretary upon receipt of a petition signed by ten (10) members in good standing. Ten (10) days written notice will be given, setting forth the reasons for calling such a meeting.

A quorum at General and Annual General Meetings consists of not less than 5% of all of the members entitled to vote being present in person. If a quorum is not present, issues shall be tabled until the next meeting. If at the second meeting quorum is not present, the members entitled to vote who are present shall constitute a quorum.

- B. The Executive Board shall meet monthly except July and December, unless otherwise ordered by the President. All Executive Board members will be notified in person with twenty-five (25) day's notice or barring that by telephone or electronic mail with seven (7) day's notice, and the business to be brought before the meeting will be stated. The membership is informed about the meeting via the ETTC website with seven (7) day's notice.

A special Executive Board meeting shall be called on the instruction of any two (2) members of the Executive Board provided they request the President, in writing, to call such a meeting. A quorum shall constitute of fifty percent (50%) of the Executive Board membership.

- C. Any member may attend Executive Board meetings. Members are entitled to attend any part of the meeting except for that part which is held in camera. Members shall be entitled to make a brief submission regarding relevant matters, but shall not vote.

Section IV

EXECUTIVE BOARD AND THEIR ELECTION

- A. The Executive Committee of the ETTC shall consist of President, Vice-President, Secretary, Treasurer and Past President. These positions are unpaid or volunteer only.
- B. The Executive Board shall consist of the Executive Committee plus the following directors: Hostess, Membership Director, Sales Director, Library Director, Program Director, Friendship Director, Public Relations Director, Editor, New Parents Director, and Casino Director. The director positions are unpaid or volunteer only.
- C. Any member in good standing may let her name stand for any position on the Executive Board, with the exceptions of D and E.
- D. Any member wishing to serve as President shall have served on the Executive Board for 2 years prior to the election.
- E. No member shall be eligible to serve more than three (3) consecutive years in the same position. (With the provision that if the position still stands vacant at the September general meeting, the previous Executive Board member may step back in their position for the remainder of the current year.)
- F. Should only one (1) name stand for a position, that candidate must still be approved by a majority of those voting.
- G. Prior to the April meeting of the club, an invitation to join or enquire about positions on the Club's executive will be made in the March newsletter, update, or mailout and complete descriptions of all positions will be available on the Club's website and at the April general meeting.
- H. Each Executive Board member is expected to attend every Executive Board meeting and all general meetings. If unable to attend the member director must notify the Vice President and pass on information for the meeting. The director is responsible for informing themselves of meeting activities.
- I. Each Bereavement, Single Parent, 3, 4, or More, Buddy Support, Postpartum, Breastfeeding and Alumni Support person shall attend one (1) Executive Board meeting and all general meetings. If unable to attend she/he must notify the Vice President and pass on information for the meeting.

- J. A member of the executive may be removed if they have not been doing the job they were appointed to do. The President will initially meet with the member to resolve issues as able and if the member does not resume her duties the Executive Board will replace that member of the executive. The final decision of the Executive Board will stand and written notice will follow.
- K. An Executive member may resign her/his position by giving written notice to the President.
- L. Any vacancies occurring in office shall be filled by appointees of the Executive Board until the next general meeting. In the case of the Presidential vacancy, the Vice President advances and the Vice President is replaced.
- M. The Executive Board members have the authority to manage the affairs of the Club.

Section V
DUTIES OF THE EXECUTIVE BOARD MEMBERS

- A. The **PRESIDENT** shall:
 - provide leadership, direction, and exercise general supervision over the affairs of the Edmonton Twin and Triplet Club (ETTC).
 - represent the organization honorably in all official capacities and shall have usual powers of supervision and management as may pertain to the office or be assigned to her/him by the Executive Board.
 - preside over all general and Executive Board meetings and shall be the chairperson of each meeting.
 - sign any deed, contract, or other document, which the Executive has authorized to be executed, except in cases where signing authority is designated to another Executive Board member. This includes arranging for rental/lease of facilities for meetings.
 - be a member ex-officio to all committees except the Nomination committee with the power to vote.
 - along with the Treasurer formulate an annual budget prior to the fiscal year.
 - audit the books, accounts and records of the Secretary and Treasurer once per year.
 - cast the final vote in the case of a tie.
 - be available for any duties designated by the Executive Board.
- B. The **VICE-PRESIDENT** shall:
 - in the absence of the President, assume the duties of the President.
 - audit the books, accounts and records of the Secretary and Treasurer once per year.
 - provide assistance and support to the President as delegated.
 - revise the By-laws when required ensuring proper protocol.
 - be the liaison person with the Executive Board.
 - contact Executive Board Members, as well as Support Positions, by phone or email about upcoming executive meetings.
 - be available for any duties designated by the Executive Board.

C. The **SECRETARY** shall:

- keep minutes of all the meetings of the organization and provide copies to the President and Executive Board for adoption at the next meeting. All motions passed shall be recorded in the book provided by the Club, and will be available to the membership upon request.
- have charge of the seal of the Society, which whenever used, shall be authenticated by the signature of the Secretary and the President or in the case of the inability of either to act, by the Vice-President.
- collect inventory reports from each Executive Board member annually.
- be available for any duties designated by the Executive Board.

D. The **TREASURER** shall:

- maintain a monthly accounting of the books for the General and Casino accounts.
- collect and receive all monies due, and co-sign cheques for disbursing funds. All disbursements of casino monies must be motioned, approved and recorded at board executive meetings. Disburse general account funds and document accordingly in the Club's books of record.
- keep up to date with the requirements of the use of gaming funds in accordance with the Alberta Gaming Common. Complete and submit applications as necessary to obtain approval for use of gaming funds not specifically authorized in the ALGC GAIN Manual.
- submit a financial statement of revenue and expenses at the executive meetings and for annual posting on the website.
- bring the books and records of the Club to the AGM to be inspected by any member of the Club. At any time, upon giving reasonable notice and arranging time satisfactory to the officer or officers having charge of it, any member shall have access to such books and records.
- ensure the books and accounts of the club are reviewed or audited by a chartered accountant (CA) certified general accountant (CGA), or certified management accountant (CMA) at least once per year. The Treasurer shall have a copy of the yearly audit available to the membership upon request.
- forward annually to the Registrar of Societies the following: the reviewed financial statements, signed by the accountant, treasurer and either the President or the Vice President; and list of new Board members with addresses and positions held; as well as the addresses to which communications and notices may be sent.
- Collect, count, and arrange for deposit of the money during and/or the day of each sale (requires full day's attendance). Organize and prepare a detailed summary of the sales tags by members for preparation of the cheques to members.
- be available for any duties designated by the Executive Board.

E. The **SALES DIRECTOR** shall:

- be responsible for arrangements pertaining to the Spring and Fall clothing sales and obtain assistance as needed
- participate in the adding up of sales tags after each sale. Disburse the cheques and sales tags back to the members.
- be available for any duties designated by the Executive Board.

F. The **LIBRARY DIRECTOR** shall:

- be responsible of purchasing, maintaining, collecting and distributing all library books, magazines and other materials, as well as collecting fines for all overdue books.
- provide updates to the Editor for maintaining an up-to-date list on the Club's website.
- maintain a sign out register.
- be available for any duties designated by the Executive Board.

G. The **HOSTESS DIRECTOR** shall:

- open and lock up meeting facilities, if necessary and arrange for an alternate in their absence.
- insure that beverages and snacks are provided for at meetings.
- purchase and have available a small gift for a door prize at each general meeting.
- regularly submit receipts of Club purchases to the Treasurer for reimbursement.
- be available for any duties designated by the Executive Board.

H. The **PUBLIC RELATIONS DIRECTOR** shall:

- be responsible for creating an awareness of the Club's activities and events.
- maintain outreach kits and medical contacts lists. Is also responsible for the yearly doctor mail out.
- assist the Editor. Distribute the Club's newsletter, update, or mailouts.
- be available for any duties designated by the Executive Board.

I. The **FRIENDSHIP DIRECTOR** shall:

- assist in the initial contact with parents and expecting parents of multiple births.
- maintain up-to-date support list on various subjects for members.
- keep the voice mail message current, and respond to the answering machine messages.
- act as a coordinator and liaison for the Club's Support Positions. Organize an annual meeting with the Club's Support Positions, to discuss activities and other helpful ideas to get parents involved.
- be aware of all visiting parents attending the general meeting and introduce them to the general membership during the business meeting.
- organize key activities throughout the year (ie. Christmas Party, Galaxyland, Zoo, Sled Ride, etc.) and have members from all areas notified via mailout, email and/or the Club's website. Maintain a record of participants, dates, locations, and costs for discussion at executive meetings and future reference.
- maintain a record of expenses within the budget set at the beginning of each fiscal year. Regularly submit receipts or arrange for payment for Club activities with the Treasurer.
- be available for any duties designated by the Executive.

J. The **EDITOR** shall:

- gather news, edit, and upload information to the website every month except July, and August, unless requested to do so by the Executive Board.
- prepare a newsletter, update or mailout as necessary.
- be the liaison person with the Webmaster.
- be available for any duties designated by the Executive Board.

K. The **MEMBERSHIP DIRECTOR** shall:

- delegate the initial contact with parents and expecting parents of multiple births as per the request on the new registration form.
- collect membership dues, and submit them to the Treasurer on a regular basis.
- maintain a database of present and past members. Protect the members' information to ensure it is utilized for the Club's purposes only.
- be aware of all visiting parents attending the general meeting and introduce them to the general membership during the business meeting.

- prepare regular reports of paid-up (active) members and distribute it to the Executive Board Members, as warranted as well as all Support Positions.
- maintain up-to-date “Welcome” packages and mail them to perspective and new parents.
- prepare and arrange for bi-annual renewal with MBC (Multiple Births Canada) for each year the Club votes to maintain a membership with this national organization.
- be available for any duties designated by the Executive Board.

L. The **PROGRAM DIRECTOR** shall:

- be responsible for providing a program at specifically identified general meetings set at the beginning of each fiscal year.
- coordinate with the Library Director to purchase or bring along topic related materials.
- provide details of upcoming events to the Editor for posting on the Club’s website and/or newsletter, update or mailout.
- maintain a record of expenses within the budget set at the beginning of each fiscal year. Regularly submit receipts or arrange for payment by the Treasurer.
- be available for any duties designated by the Executive Board.

M. The **CASINO DIRECTOR** shall:

- organize and prepare all necessary documents to host a Casino including recruiting an adequate number of volunteers and working as General Manager for two shifts (both days) over the course of the duration of the Casino.
- act as liaison between the Club and AGLC (Alberta Gaming and Liquor Commission).
- keep up to date with the requirements of the use of gaming funds in accordance with the Alberta Gaming Commission. Complete and submit applications as necessary to obtain approval for use of gaming funds not specifically authorized in the AGLC GAIN Manual.
- be available for any duties designated by the Executive Board.

N. The **PAST PRESIDENT** shall:

- be in charge of the elections, providing she/he is not seeking any other position within the Executive Board. If not, a member not seeking election, shall be given that responsibility.
- with the assistance of the Membership Director arrange to award 10-year consecutive members a lifetime membership at the April and October meeting.
- in the event there is no Past President an appointee will be assigned by the President.
- be available for any duties designated by the Executive Board.

O. The **NEW PARENTS DIRECTOR** shall:

- be the initial contact with parents and expecting parents of multiple births as delegated by the Membership Director.
- organize occasional new parents get-togethers with names obtained from the Membership Director.
- be the liaison between The Edmonton and Triplet Club (ETTC) and the Multiple Birth Prenatal Program.
- maintain up-to-date support list on various resources for members.
- provide details of upcoming events to the Editor for posting on the Club’s website and/or newsletter, update or mailout.
- maintain a record of expenses within the budget set at the beginning of each fiscal year. Regularly submit receipts or arrange for payment by the Treasurer.
- be available for any duties designated by the Executive Board.

Section VI
DUTIES OF THE SUPPORT PEOPLE

The **BEREAVEMENT SUPPORT** shall:

- be the initial contact with parents and expecting parents of multiple births as delegated by the Membership Director.
- send out a condolence card and information packages on behalf of the club and provide support to the parent(s) as required.
- Maintain up-to-date resource list on various subjects for members.
- be available for any duties designated by the Executive Board.

The **SINGLE PARENT SUPPORT** shall:

- be the initial contact with parents and expecting parents of multiple births as delegated by the Membership Director.
- maintain a record of participants, dates, locations, and costs for discussion at executive meetings and future reference.
- maintain up-to-date resource list on various subjects for members.
- be responsible for holding single parent get-togethers and providing moral support.
- be available for any duties designated by the Executive Board.

The **3, 4, OR MORE SUPPORT** shall:

- be the initial contact with parents and expecting parents of higher order multiple births as delegated by the Membership Director.
- be responsible for organizing get togethers with members, with higher orders of multiples.
- maintain a record of participants, dates, locations and costs for discussion at executive meetings and for future reference.
- provide details of upcoming events to the Editor for posting on the Club's website and/or newsletter, update, or mailout.
- maintain up-to-date resource list on various subjects for members.
- maintain a record of expenses within the budget set at the beginning of the fiscal year. Regularly submit receipts to the Treasurer for reimbursement.
- be available for any duties designated by the Executive Board.

The **WEBMASTER** shall:

- be responsible for the upkeep of information for the club's web site. Also is to be in contact with the server on a regular basis.
- be available for any duties designated by the Executive Board.

The **BUDDY SUPPORT** shall:

- be the initial contact with parents and expecting parents of multiple births as delegated by the Membership Director.
- with the assistance of the Membership Director, maintain an up to date list of new parents, and coordinate volunteer parent supporters.
- maintain up-to-date support list on various subjects for members.
- be available for any duties designated by the Executive Board.

The **ALUMNI SUPPORT** shall:

- be the initial contact with parents and expecting parents of multiple births as delegated by the Membership Director.
- with the assistance of the Membership Director, maintain an up-to-date list of alumni members, and coordinate events for alumni members.
- maintain a record of participants, dates, locations and costs for discussion at executive meetings and future reference.
- provide details of upcoming events to the Editor for posting on the Club's website and/or newsletter, update or mailout.
- maintain a record of expenses within the budget set at the beginning of each fiscal year.
- Regularly submit receipts to the Treasurer for reimbursement.
- maintain up-to-date support list on various subjects for members.
- be available for any duties designated by the Executive Board.

Section VII

APPOINTMENT OF STANDING COMMITTEE MEMBERS

- A. The Executive Board determines the number of members to any standing committee when required. These members may attend all Executive Board meetings as spectators or advisors, but are not given a vote at such meetings.

Section VIII

VOTING

- A. Any member, who has not withdrawn from membership nor has been suspended or expelled as herein provided, shall have the right to vote at any general meeting of the club. Each parent/guardian shall be entitled to one vote.
- B. Majority vote. Matters considered at any meeting shall be decided by a majority of votes cast upon each matter.
- C. In the matter of tie vote the President shall have a deciding vote to break the tie.

Section IX

REMUNERATION

- A. No officer or member of the Club shall receive any remuneration for his services, unless authorized at any meeting and after notice of it shall have been given to the membership.

Section X

BORROWING POWERS

- A. For the purpose of carrying out its projects, the Club may borrow, raise, or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Club, and in no case shall debentures be issued without the sanction of a "Special Resolution" of the Club.

- Note: debenture- bond etc. of corporation or company acknowledging sum on which interest is due, especially as prior charge on assets.

Section XI

BY-LAWS

- A. The by-laws may be rescinded, altered or added to by a “Special Resolution” passed by a majority of not less than three-fourths (3/4) of such members entitled to vote, as are present in person at a general meeting, of which one month’s written notice, specifying the intention to propose the resolution as a “Special Resolution” has been duly given.
- B. The Club shall enforce The By-Laws.

Section XII

STANDING RULES

- A. Membership in Multiple Births Canada shall be reviewed and voted on annually at a general meeting as to whether or not to join MBC.
- B. Each year it shall be reviewed and voted upon to determine if representatives shall be sent to the MBC Annual General Meeting and Convention.
- C. Members serving two (2) years on the Executive are eligible to put forth their name to be a sponsored delegate at the MBC AGM and Convention.
- D. Sponsored members shall share learnings with the membership via written report and verbal presentation within 1 year of attending the MBC AGM and Convention. Sponsored members are responsible for ensuring their presentations are scheduled by the Program Director. Failure to comply may result in the member being required to repay all or part of the expenses paid by ETTC.
- E. No member shall use the membership list or any members’ information for any reason other than Club business.

Section XIII

DUTIES OF THE CLUB

- A. The Club shall be governed by the Executive Committee. The Executive Committee shall manage and conduct the business of the Club, in the name of and on behalf of the Club.
- B. Keep minutes. The Club will keep minutes of its minutes and proceedings. These records will be held by the Secretary.
- C. Keep Motions. The Club will keep a separate book listing motions and their outcomes, which will be held by the Secretary.

- D. Annual General Meeting. Hold an Annual General Meeting at least once each fiscal year in the manner described in Section III.
- E. Fiscal Year. The fiscal year shall be from June 1st to the last day of May in the following year.
- F. Determine Fees. The Club may from time to time determine the amounts to be collected from the members for the conduct of the Club's affairs.
- G. Prepare Financial records. The club will prepare proper accounts relating to all monies and expenditures of the Club and will present an annual statement on the website. The books will be present at the AGM.
- H. Audit. The books, accounts, and records of the Secretary and Treasurer shall be audited at least once per year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting.
- I. Maintain an inventory of supplies. The Secretary shall hold the master inventory list for each position. At the changeover meeting each Director will submit an inventory list to the Secretary and incoming Director.
- J. Maintain insurance: The club shall at all times keep insurance for:
 - a. physical damage insurance on assets of the club to the full replacement value, with value for depreciation.
 - b. officers' insurance for the financial protection of its Executive Board.
- K. The executive shall review the limits and coverage of all insurance at least annually.
- L. Publish a newsletter, update or mailout and/or maintain a website. The Club may publish and distribute a newsletter or other material to members and other persons.
- M. Seal of the Club. The Club shall have a seal, and the Secretary shall hold the Seal. Whenever used, shall be authenticated by the signature of the Secretary and the President or in the case of the inability of either to act, by the Vice-President.
- N. Signing Authorities. The Club shall have at least two persons authorized by the Club to sign documents, cheques, and contracts, or any other instruments requiring authorized signatures.

Section XIV **CONFLICT OF INTEREST**

- A. An Executive Board member having a conflict of interest shall disclose the conflict, and shall not vote or use her/his influence on the matter in question. The minutes of the meeting shall reflect the disclosure and abstention from voting.

Section XV **DISSOLUTION**

- A. Should the club dissolve, any assets remaining in the Casino bank account after paying debts and liabilities are to be:
- a) Disbursed to eligible charitable or religious groups or purposes; or
 - b) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board of the AGLC (Alberta Gaming and Liquor Commission).