

# Hamilton & District Aquarium Society

CONSTITUTION  
&  
BY-LAWS



# **CONSTITUTION & BY-LAWS**

## **HAMILTON AND DISTRICT AQUARIUM SOCIETY**

**ARTICLE 1:** This society shall be known as the Hamilton and District Aquarium Society.

**ARTICLE 2:** Mission statement and objectives.

**Section 1** - The object of this society shall be to promote and further the aquarium hobby for members and non-members of all ages; to make available information relating to the hobby; to make and promote interest in and understanding of aquarium ecology by gathering and exchanging ideas, data and statistical, scientific, ichthyological and horticultural information.

**Section 2** - To promote, encourage and foster an understanding and awareness of the preservation and conservation of species, habitats and their value in enhancing our quality of life by offering public meetings, distribution of information and circulars on issues relating to the hobby.

**Section 3** - To co-operate with other organizations which have objectives similar in whole or in part to the objectives of this society.

**Section 4** - To arrange public competitions, establishing and granting prizes, awards and distinctions.

**Section 5** - to collect and accept monies, by way of dues, gifts, donations, legacies and bequests, and to hold and expend the same in promoting the objects and carrying on the works of the society.

**ARTICLE 3: MEMBERSHIP**

**Section 1** - Membership shall be open to all interested parties upon application to the Membership Chairman and shall be accompanied by the annual fee. All applications for Membership must be presented for approval by the Executive Officers. Membership shall consist of two classifications to be known as Active Members and Honourary Members.

**Section 2** - Honourary Memberships may only be conferred by the Executive Officers and shall be limited to persons who, in the opinion of this body, have rendered the Society some service.

## **ARTICLE 4: OFFICERS**

**Section 1** - The officers of the Society shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary and Treasurer. The immediate past president will serve as an advisory officer ex-officio to the executive. These officers shall be elected by secret ballot and shall hold office for one year. The Board of Directors shall be appointed by the Executive Officers and shall serve as advisors to the Executive Officers.

**Section 2 - The President** shall preside at all meetings of the Society and direct the affairs of the Society and serve as an ex-officio member of all committees.

**Section 3 - The 1<sup>st</sup> Vice-President** or the **2<sup>nd</sup> Vice-President** shall preside over all Society meetings in the absence of the President, and perform other duties as assigned.

**Section 4 - The Secretary** shall record the facts and minutes of the meetings of the society and read such minutes at the next monthly meeting. The Secretary shall also attend to all Society correspondence, records and other documents pertaining to the society.

**Section 5 - The Treasurer** shall collect dues and have charge over the monies and shall distribute same only upon approval of the Executive Officers. The Treasurer shall also keep a complete record of all financial transactions of the Society and shall prepare a monthly and annual financial statement.

**Section 6** - The Executive Officers shall consist of 5 (five) elected members, who shall direct all business of the Society and supervise manuscripts for such publications the Society may decide to undertake.

## **ARTICLE 5: COMMITTEES**

The following committees shall be appointed by the Executive Officers and shall hold office for one year or until their respective successor is appointed.

MEMBERSHIP	Appointee to work with the Executive in keeping a complete record of memberships and visitors, to be at the monthly meetings early and have the registry book signed as people arrive, and to supply a mailing list upon request.
JAR SHOW & JUDGING	Appointees to handle the running and judging of the Monthly jar show. The Judging appointee is to serve as an official judge for the Society.
PROGRAM	The program chairperson shall be in charge of this Committee to arrange good quality programs for the monthly meetings well in advance.
REFRESHMENTS	Appointee to be in charge of preparing refreshments at the Society functions.
C.A.O.A.C. REP(S)	Those appointed are to be at the CAOAC meetings to represent the views of H&DAS club at the announced meetings and vice versa. If unable to attend, every effort should be made to have an alternate there.
SHOW CHAIRPERSON	This person is responsible for the organization and execution of all aspects of the annual show, including but not limited to CAOAC sanctioning, promotion, procurement of judges, awards, facilities, setup and dismantle, scheduling and finalizing of the show.
AUCTION CHAIRPERSON	The auction chairperson is responsible for promotion, facilities, auctioneers, staff, setup and teardown of any society auctions.
ELECTION STEERING COMMITTEE	The election steering committee is responsible for organizing and conducting yearly election.
BULLETIN COMMITTEE	Those appointed to the bulletin committee are responsible for putting together monthly bulletin, including collecting information and writing/ finding articles, designing the layout and passing the finished newsletter to the membership chairperson for distribution to the membership through e-mail.
INFORMATION CHAIRPERSON(S)	(Facebook and social media sites) – Appointee shall be responsible for maintenance of H&DAS social media sites. Duties not limited to but including post moderation on facebook, facebook group membership, sponsor ads, event setup and information and posting. Duties also include maintenance and moderation of the Band sales site as well as

	any additional media sites that the executive may deem necessary in the future.
WEBMASTER	Appointee shall be responsible for maintaining the H&DAS website and keeping it up to date as needed.
DONATIONS CHAIRPERSON	The donations chairperson is an appointed individual responsible for overseeing and coordinating fundraising efforts within club. Their role involves developing strategies to solicit donations, cultivating relationships with potential donors, collecting the donations and collaborating with other team members to create promotional materials.
ANY OTHER AS DEEMED NECESSARY	If the need for a committee other than listed above arises, the Executive Officers may form same and assign the duties required.

## **ARTICLE 6: ORDER OF BUSINESS AT THE MONTHLY MEETINGS**

The order of business may be varied at the discretion of who is chairing the meeting to suit the existing circumstances, but the general procedure should be as follows:

- The meeting shall be declared open at 7:30 pm
- Welcome the members and visitors
- Reading of the minutes of the previous meeting
- Monthly financial report (Futures – any expenses of \$1,000.00 or over)
- Announcements and business
- Open forum
- Program
- Recess for refreshments
- Recall meeting to order
- Results of the jar show
- Draw
- Auction
- Adjourn

## **ARTICLE 7: ORDER OF BUSINESS AT THE ANNUAL MEETING**

- The annual meeting shall be held on the second Thursday of January each year, and the order of business should be as follows:
- The meeting shall be declared open at 7:30 pm
- Everyone welcomed, members and any visitors
- Committee reports and discussion by the members as follows:
  - Projects started and completed

- Any other reports
- Recommendations
- Year-end financial report by the Treasurer, to be audited by independent party and signed off
- Voting for the new executive. Please see article 8 below for the description of the process
- Election of Executive Officers and announcement of the new Executive
- Reading of the Constitution and vote on same, if required
- Short program
- Open forum
- Recess for refreshments
- Results of the Jar show
- Auction
- Presentation of the gavel to the new President
- Adjourn

## **ARTICLE 8: ELECTORAL PROCESS**

**Section 1 – Steering Committee.** The Election Committee Chairperson or his or her designate, may appoint other committee members and shall enlist qualified applicants and accept valid nominations for all positions on the Executive, as well as arrange for at least two scrutineers and all supplies needed to run the annual elections in accordance with the rules set out in the H&DAS Bylaws.

**Section 2 – Nominations.** The upcoming election must be announced to the general membership at the October general meeting with reminders at the November and December meetings. Nominations are to be made in person to the Election Committee Chairperson(s). Nominations are also asked for from the floor. Each nominee is asked whether he/she wishes to stand. If more than one nominee is announced for any position, election by secret ballot is to take place. If only one person stands for office, s/he shall be elected by acclamation. Each nominee must declare positions for which he or she will stand and may submit to the chair a resume/platform no larger than a single page 8 1/2" x 11".

Nominations are closed at the end of the break at the December general meeting.

**Section 3 – Eligibility.** Candidates must be members in good standing for a minimum of 2 years, with dues paid in full as of the end of the break at the monthly general meeting in December. All candidates must be members in good standing and actively participating in the club through volunteering on committee(s) and/or at club events. A nominee may run for more than one position but can be elected to only one.

To be eligible to vote, members must also be paid members as of the end of the break at the monthly general meeting in December.

Election Committee Chair or his/her designate will contact all nominees and only those wishing to stand for election will have their names published.

**Section 4 – Voting.** Voting must be in person at the Annual General Meeting in January. In case of family memberships, only one vote per family is allowed. No proxy voting and no mail-in or e-mail ballots. In the event the Annual General meeting cannot be held (for example: a lockdown due to Covid), the executive shall remain as is and the elections be postponed until the next AGM when the members can safely attend in person.

**Section 5 – Order of Voting.** The order of voting shall be President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Recording Secretary, Treasurer.

**Section 6 – Marking of Ballots.** Ballots are to be marked in accordance with instructions provided by the Election Chair with each ballot. The Chair may declare any ballot which is improperly filled out or which is unclearly marked to be a “spoiled” ballot, which shall not be counted. The status of each voting member’s membership will be checked and confirmed to be in good standing when the ballots are collected. Members whose membership has lapsed will not have their ballots accepted.

**Section 7 – Counting of Ballots.** The Election Chair and his/her committee will retire to a private place after all the ballots have been collected. They will validate each ballot and then, commencing with the election of the President and following through the order of voting, they will tabulate the votes. Once a candidate is elected, his or her name will be stricken from any subsequent positions for which he or she may have run. Second and third choices for these positions would then move up accordingly.

**Section 8 – Majority.** Election will be by simple majority of the valid ballots cast. If no candidate receives a majority and there are more than two candidates for the position, the candidate with the least number of votes shall be dropped and a revote should be conducted for only the two top candidates. In the event the second vote also yields a tie, there should be another vote conducted at the next meeting the following month. This process shall be repeated until one candidate receives a majority of the valid votes cast.

**Section 9 – Results.** No vote counts shall be announced but the Election Chair shall notify the Chair of the Annual Meeting when the results have been finalized. The results will then be announced by the Election Chair. The Election Chair will retain all ballots and materials of record in a safe place until at least the end of June meeting or until all questions arising out of and concerning the elections have been resolved. In no case shall he or she release any information or data to anyone except as noted below:

- The Election Chair shall keep all other information confidential save and except that he or she may provide the vote tabulations to a candidate for any office contested by that candidate

## **ARTICLE 9: AMMENDMENTS**

**Section 1** - Amendments to the articles of this constitution may be proposed and voted on at the annual meeting in January, providing a notice of motion has been filed with the Secretary at least 30 [thirty] days previous to that on which the voting takes place and if passed, will go into effect immediately. All amendments shall require two-thirds (2/3) majority vote of members present.

**Section 2** - By-laws of this Society may be deleted, added, or revised at any time by a General Membership vote and requires a two-thirds (2/3) majority vote of the members present.

## **BY-LAWS**

1. The dues of active members shall be payable annually at the current set rate, as determined by the Executive Officers, and is payable in advance. The following membership types are available; single, family, student and corresponding.
2. A student is anyone attending a recognized elementary or secondary school, college or university full time regardless of age.
3. The Executive Officers shall meet on due notice by the President. The advisory members of the Board of Directors shall meet with the Executive Officers upon notice by the President.
4. The Secretary shall keep a record of attendance at all meetings and record same in the minutes.
5. In the event of the resignation or death of any Executive Officer, the Executive Officers may appoint another person to serve out the term of office remaining on an interim basis.

This Constitution and the By-Laws appended thereto shall supersede any other previous Constitution and By-Laws of this Society.

Passed this 9th day of 2025