

KITCHENER WATERLOO AQUARIUM SOCIETY

Serving Hobbyists in the KW and surrounding areas since 1960



Constitution & Bylaws

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KITCHENER WATERLOO AQUARIUM SOCIETY

CONSTITUTION

ARTICLE I

NAME: The organization shall be known as the Kitchener-Waterloo Aquarium Society; hereinafter known as KWAS.

ARTICLE II

MISSION STATEMENT: The Kitchener Waterloo Aquarium Society (KWAS) is a non-profit organization whose primary goals are to:

Further the hobby and study of tropical fish and related endeavours
Inspire the preservation of aquatic life
Maintain a meeting place for its members
Develop and maintain a library on aquatic life
Promote fellowship among its members
Seek out and establish a kinship with other clubs with similar objectives

ARTICLE III

MEMBERSHIP: Any person interested in the activities of KWAS shall be eligible for membership.

ARTICLE IV

OFFICERS OF KWAS

EXECUTIVE OFFICERS

President
Vice President
Treasurer
Recording Secretary
Past-President

BOARD OF DIRECTORS

Auction Chair
Breeders Award Chair
CAOAC Rep(s)
Exchange Editor
Horticulturist Award Chair
Jar Show Chair
Librarian
Membership Chair
Name That Fish Chair
Newsletter Editor
Raffle Chair
Refreshment Chair

Retail Store Liaison/Promotion
Oktoberfish Chair
Program Chair
Webmaster

BY-LAWS

ARTICLE I

MEMBERSHIP DUES: All memberships are due each January and are for one year. From January to June, new member dues will be at the full annual cost. From September to December, new members dues will be pro-rated at the rate of 1/10th per month for the balance of the said year plus the following years membership dues.

Membership dues are non-refundable.

Membership dues will be determined by the Executive and approved by a majority vote of KWAS members. Each person upon renewal of membership shall receive a membership card. New members will receive a membership card, and are entitled to a current copy of these Bylaws & Constitution.

FAMILY MEMBERSHIP: A Family Membership must include one or two adults and any children under the age of eighteen (18) and living in the same residence. A family membership will be entitled to one vote for each family member (subject to Article IV, Age of Majority), general meeting entitlements, one lot in the auction per person to a maximum of two lots and a maximum of two door prize tickets when applicable.

ADULT MEMBERSHIP: An Adult Membership is for any individual eighteen (18) years of age and older. An adult member will be entitled to one vote, general meeting entitlements, one lot in the auction and one door prize ticket when applicable.

JUNIOR MEMBERSHIP: A Junior Membership is for any individual under eighteen (18) years of age as of January 01 of that year. A junior member will be entitled to one vote (subject to Article IV, Age of Majority), general meeting entitlements, one lot in the auction and one door prize ticket when applicable.

HONOURARY MEMBERSHIP: A Honourary Membership may be given at the discretion of the executive and retains all adult membership entitlements with membership dues waived.

MEMBERSHIP REQUIREMENTS: Guests are always welcome. It is expected that they will apply for membership after attending no more than two (2) meetings. Upon payment of Society membership dues, a member is eligible to participate in all KWAS activities and is subject to all KWAS rules and benefits.

LOSS OF MEMBERSHIP: Any member, whose actions may be deemed detrimental to the best interests of KWAS, may be dropped from the membership and mailing lists in an expedient manner, by a majority vote at a special closed meeting of the executive members only. (Subject to article IV- special).

ARTICLE II

DUTIES OF KWAS OFFICERS AND THE BOARD OF DIRECTORS

PRESIDENT

shall be the chief executive officer of K WAS
shall chair and maintain order at all general, business and special meetings
shall have no vote at these meetings except in the event of a tie
shall be an ex-officio member of all committees

VICE-PRESIDENT

shall in the event that the president or any other executive officer is absent or unable to perform their duties, those duties will be performed by the Vice-President.
shall assist the President and any other executive officer where necessary

RECORDING SECRETARY

shall record the minutes of all the general and business meetings
shall maintain an executive attendance record at general and business meetings
shall record an approximate head count at the general meetings

TREASURER

shall maintain a complete and accurate record of all K WAS assets
shall be responsible for payment of, with K WAS funds, all debts incurred by K WAS
shall prepare a semi-annual report for the periods ending January 15 and June 15 to be distributed to the members
shall arrange to have an audit of the treasurer books done at the end of each term of office

PAST PRESIDENT

shall be the most recently retired president
shall pass on any valuable knowledge and resources to K WAS
shall have full executive privileges

AUCTION CHAIR

shall be responsible for registration of auction goods at the monthly meetings
shall obtain an auctioneer for the meeting
shall see that all the rules of the auction are followed

BREEDERS AWARD CHAIR

shall maintain an accurate record of spawnings submitted to the breeders award committee
shall abide by the K WAS Breeders Award Rules
shall chair a committee consisting of the Executive and Board of Directors who will assist in this program according to the rules of the program
shall submit a list of breeding records to the CAOAC Breeders Directory annually

CAOAC REPS(S)

shall attend CAOAC meetings
shall vote on behalf of K WAS at those meetings
shall vote the will of the K WAS executive when directed
shall give a report at both the general and business meetings (if requested)

EXCHANGE EDITOR

shall be responsible for the collection, storage and distribution of all exchange newsletters
shall be responsible for the mailing of our newsletter to those clubs with whom we exchange
shall be responsible for the mailing of newsletters to those authors we have reprinted
shall be encouraged to write a review of exchange newsletters and reprints for publication on a monthly basis

HORTICULTURIST AWARD CHAIR

shall maintain an accurate record of all propagations submitted to the horticulturist award committee

shall abide by the Kwas Horticulturist Award Rules
shall chair a committee consisting of the Executive and Board of Directors who will assist in this program according to the rules of the program
shall submit a list of propagation records to the CAOAC Horticulturist Directory annually

JAR SHOW CHAIR

shall keep an accurate record of points accumulated each month and issue monthly awards
shall obtain impartial judges for the show each month
shall give monthly results to the editor for publication
shall see that the rules of the competition are followed

LIBRARIAN

shall maintain the Kwas library, keeping an accurate record of materials lent
shall collect overdue fines levied
shall see that the rules of the library are followed
shall consult with the executive on the acquisition of new materials

MEMBERSHIP CHAIR

shall maintain an up-to-date membership list
shall collect all dues and distribute membership cards and related materials
shall maintain a guest book and submit a list of guests each month to the newsletter editor

NAME THAT FISH CHAIR

shall be responsible for the contest at the monthly meeting
shall be responsible for obtaining a fish each month for the meeting
shall be encouraged to write an article about the fish for publication on a monthly basis

NEWSLETTER EDITOR

shall be responsible for the accumulation and layout of the contents of the newsletter
shall be responsible for the publishing and mailing of the monthly newsletter
shall be responsible for the mailing of any complimentary newsletters
may chair a committee consisting of up to three (3) members who will assist the editor in his duties

RAFFLE CHAIR

shall be responsible for raffles at each monthly meeting
shall accumulate and store all the raffle goods for the meeting

REFRESHMENT CHAIR

shall run the lunch counter at the general meetings
shall be responsible for the purchasing and storage of all lunch supplies and goods

RETAIL STORE LIAISON/PROMOTION

shall promote the club to local stores
shall advise local stores of the monthly programs
shall encourage co-operation between store staff and Kwas members
shall advise all local media (print, radio and television) of club events & meeting schedule
shall handle all Kwas advertising

PROGRAM CHAIR

shall arrange for all programs and equipment as approved by Kwas Officers for the monthly meetings
shall arrange for the proper treatment, introduction and payment of all guest speakers
shall be responsible for the return of all borrowed equipment & materials by their due date

WEBMASTER

shall be responsible for the creation and maintenance of the Website

GENERAL DUTIES OF ALL DIRECTORS

All officers of KVAS must be members in good standing for the duration of their term

Selected directors may be required by the executive to submit an annual report

All committees shall be accountable to the executive

All committee expenses shall be pre-approved by the executive

ARTICLE III

NEWSLETTER: KVAS shall endeavour to publish a newsletter monthly except during the summer months.

WEB SITE: KVAS shall endeavour to create and maintain an active and current web site.

ARTICLE IV

MEETINGS

GENERAL: A general meeting of the membership shall be monthly except in July and August.

The meeting schedule shall be published in the club's newsletter and web site.

Any person under the age of twelve (12) must be accompanied by an adult at all KVAS meetings.

Any Junior member must be accompanied by a parent or guardian to all KVAS offsite functions.

All general meetings are open to the public.

BUSINESS: A business meeting shall be held once per month, except for summer break or where the executive deems otherwise necessary.

Business meetings shall be open to all members in good standing.

SPECIAL: The President or a majority of the executive of KVAS may call an open or closed, special meeting of KVAS, by specifying the objects of the meeting, and provided that reasonable notice of said meeting is given to the membership involved. If the meeting is closed, the parameters of closure must be agreed to by a majority of the Executive.

ATTENDANCE: The Executive Officers are expected to attend all meetings. The Past President and Board of Directors should be encouraged to attend all meetings.

OPEN AND CLOSED MEETINGS: All general meetings will be deemed to be open to the public unless the President calls a closed meeting.

MINUTES: Will be recorded of all business and general meetings and will be made available to all members in a timely fashion.

REPORTING: All decisions made at business and special meetings shall be reported to the membership by the next general meeting.

COMMITTEE & AD HOC MEETINGS: Decisions arising from all such meetings shall be reported at the business meeting to be included in the minutes of that meeting.

QUORUM AND VOTING

VOTING AT GENERAL AND SPECIAL MEETINGS: At all general and special meetings, a majority vote of members in attendance shall prevail, except where otherwise stated in the KWAS by-laws.

VOTING AT BUSINESS MEETINGS: Only the KWAS officers may vote. However, this shall not in anyway, prevent a general member from voicing their opinion or bringing forth a motion for the officers to vote on.

QUORUM AT ALL MEETINGS: There must be five (5) officers of KWAS present to conduct business at any meeting, at least three (3) of which must be Executive. A quorum must be maintained at any meeting to conduct business.

VETO BY MEMBERSHIP: Any decision taken by KWAS officers may be overruled by a two-thirds (2/3) majority vote of the members in good standing present at a general meeting.

EMERGENCY AUTHORISATION: Notwithstanding anything in these By-laws, in instances where the general body cannot be consulted, a quorum of KWAS officers may make a binding decision for KWAS

AGE OF MAJORITY: To be eligible to vote on any issue, a member must be twelve (12) years of age or over.

CLOSURE: Any decision taken at a General or Business meeting shall not be revisited for (1) full year without a two thirds (2/3) majority vote of the general membership to reconsider.

PROXY: There is no provision for voting by proxy at any KWAS meeting.

PRESIDENTS' VOTE: The President will be required to participate in all balloted votes, however the vote will not be counted unless to break a tie. In these occurances, the tie will not be announced only the winner.

COMMITTEE CHAIR VOTE: The chair at any committee meeting shall have no vote at that meeting except to break a tied vote.

ONE PERSON, ONE VOTE: One member may cast only one vote irrespective of multiple positions held.

ARTICLE V

ELECTION OF OFFICERS

EXECUTIVE OFFICE: Executive officers shall be Adult members, elected by secret ballot at the general meeting each May and shall hold that office for a term of one year. The new executive will take over at the May business meeting. No KWAS member may hold more than one executive position with the exception of past president.

NOMINATIONS: Nominations for Executive officers shall be opened at the April general meeting and closed at the May meeting prior to the election.

SIMPLE MAJORITY: The candidate who receives the most votes of members in attendance shall be elected unless acclaimed.

DROP DOWN CLAUSE: A candidate who is unsuccessful in winning any position may run for any subsequent position if desired.

TERM LIMIT: No member shall hold the same Executive office for more than three (3) consecutive terms.

ORDER OF ELECTION: The order of election of KWAS executive shall be:

President
Vice President
Recording Secretary
Treasurer

UNFILLED/VACANT POSITIONS: If any executive position remains unfilled or vacant after the elections then the executive will appoint, at the May business meeting following the election, a member in good standing to fill that position.

ARTICLE VI

BOARD OF DIRECTORS: Board of Directors shall be members in good standing appointed by the executive at each June general meeting.

FILLING OF VACANT POSITIONS: The executive is responsible for filling the Board of Director vacancies. If any position remains vacant then any Executive or Committee Head may hold an additional position(s).

BOARD OF DIRECTORS

Auction Chair
Breeders Award Chair
C.A.O.A.C. Representatives
Exchange Editor
Horticulturist Award Chair
Jar Show Chair
Library Chair
Membership Chair
Name That Fish Chair
Newsletter Editor
Oktoberfish Chair*
Raffle Chair
Refreshment Chair
Pet Store Liaison/Promotion
Program Chair
Webmaster

*Exception: Oktoberfish Chair shall be a member in good standing appointed by the executive at each January meeting.

AD HOC COMMITTEES: May be created and dissolved by a quorum of KWAS officers and are exoficio BOD.

ARTICLE VII

DISMISSAL OF AN EXECUTIVE OFFICER

UNSATISFACTORY PERFORMANCE: Any executive officer of KWAS, if found unsatisfactory in their position or if their actions are deemed detrimental to the best interests of KWAS, may be relieved of their position.

UNSATISFACTORY ATTENDANCE: Any elected Executive officer who fails to attend three (3) meetings in one year may be removed from office.

DISMISSAL OF A BOD OFFICER

UNSATISFACTORY PERFORMANCE: Any BOD officer of KWAS, if found unsatisfactory in their position or if their actions are deemed detrimental to the best interests of KWAS, may be relieved of their position.

PROCESS

Process - Executive member

1. A formal written complaint must be presented to the KWAS Executive by a KWAS member in good standing.
2. If time allows an Ad Hoc committee made up of 2 officers and 2 senior members-at-large will be created by the executive to investigate the complaints and report back to the executive. If time does not allow, Article 1, loss of membership shall apply. The executive will decide if an investigation is warranted.
3. Notice of intent:
 - i. Send a letter to the person involved
 - ii. An insert attached to the newsletter or e-mail to the membership.
4. A vote will be taken at a general meeting at which "notice of intent" has been given. A two-thirds (2/3) majority vote of the members present is required for dismissal.

BOD or General Member

1. A formal written complaint must be presented to the KWAS Executive by a KWAS member in good standing.
2. If time allows an Ad Hoc committee made up of 2 officers and 2 senior members-at-large will be created by the executive to investigate the complaints and report back to the executive. If time does not allow, Article 1, loss of membership shall apply. The executive will decide if an investigation is warranted.
3. Notice of intent:
 - iii. Send a letter to the person involved
4. A vote will be taken at a special closed meeting of the executive.

RESIGNATIONS

The executive will appoint a member in good standing to fill any position that becomes vacant due to a resignation or dismissal of that position.

ARTICLE VIII

FINANCE

SIGNING POWER: All cheques shall be endorsed by any two of the elected Executive.

SIGNING LIMITATIONS: A monetary value of \$250.00 per purchase shall be the maximum expenditure without prior KVAS general membership approval.

COMMITTEE FUNDS: All monies received by any committee or member on behalf of KVAS shall be remitted forthwith to the KVAS Treasurer.

Receipts for purchases shall be forwarded to the treasurer for payment.

INSURANCE: KVAS shall purchase annually 3rd party liability insurance offered by CAOAC.

ARTICLE IX

AMENDMENTS

Constitution and by-law changes may be proposed at any meeting. Proposed changes will be discussed at the following January Business meeting. The proposals must be printed and announced at the February general meeting and a 2/3rds majority vote shall be required for any changes at the March General meeting.

All proposed amendments must be published and distributed to the membership no less than thirty (30) days prior to the call for vote.

ARTICLE X

AFFILIATION

KVAS shall be a member of the Canadian Association of Aquarium Clubs. (C.A.O.A.C.)

ARTICLE XI

AWARDS

ANNUAL AWARDS: KVAS shall award annual awards, which may include the following;

MERIT AWARDS

Hobbyist of the Year

Is awarded to the club member(s) who has contributed the most to the hobby in the past year. All aspects

of the hobby, especially club related will be considered.

Junior Hobbyist of the Year

Is awarded to the club member(s) age 12 through 18 years who has contributed the most to the hobby in the past year.

Author of the Year

Is awarded to the club member(s) who has written many quality articles for the Newsletter or who have written one or more outstanding articles. Consideration is also given for the number of reprints in other club or commercial publications.

Bob and Dorothy Daniell's Service Award

Is awarded to the club members(s) who has given much of their time and energy to the club over a long period of time for the benefit of KWAS. To paraphrase the previous statement – 'above and beyond the call of duty'.

President's Award

Is awarded at the discretion of the President to a club member(s) NOT on the Executive or BOD that has shown a keen interest in the hobby/club in the past year.

Each merit award shall only be awarded at the discretion of the Executive and do not have to be awarded annually.

COMPETITION AWARDS

Breeder of the Year

Is given by the Executive to the member(s) who received the most points in the Breeders Award Program in the past year or who has achieved a rare or unprecedented breeding in the past year.

Horticulturist of the Year

Is given by the Executive to the member(s) who received the most points in the Horticulturists Award Program in the past year or who has achieved a rare or unprecedented propagation in the past year.

The Breeder of the Year and the Horticulturist of the Year competition awards shall only be awarded at the discretion of the Executive and do not have to be awarded annually.

Show Jar

A first, second and third place will be awarded based on the results of the yearly competition.

25 YEAR MEMBERSHIP AWARD

Honorary Membership is given after twenty-five (25) years of membership and shall be honoured with a plaque and all further membership fees will be waived in perpetuity.

AWARDS PRESENTATION: The presentation of the annual awards shall be made at the December meeting. For awards purposes, the fiscal year ends with the November meeting.

ARTICLE XII

All previous Constitution and By-laws bearing the Kitchener Waterloo Aquarium Society name shall be deemed null and void on acceptance of this document.

March 2009