

BYLAWS



CUPE 3550

Building Society

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CUPE 3550 Building Society Bylaws

1. Membership

- a) All active card-carrying members in good standing of Canadian Union Public Employees Local 3550 shall be automatic members of CUPE 3550 Building Society.

2. Board of Directors

- a) Board of Directors, Executive Committee or Board, shall mean the Board of Directors of CUPE 3550 Building Society.
- b) The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of CUPE 3550 Building Society. The Board of Directors shall consist of the President, Recording Secretary, Treasurer, and two (2) Executive Board Members.
- c) Elections for the officers of CUPE 3550 Building Society shall be held at the annual meeting. All Officers shall be elected by the membership.

- d) Terms of office shall be two (2) years. The President and two (2) Board Members shall be elected in **odd** numbered years. The Recording Secretary and Treasurer shall be elected in **even** numbered years.
- e) Any member in good standing shall be eligible to run for any office in CUPE 3550 Building Society. Should an office fall vacant, the resulting by-election will be held as soon as practical and shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.
- f) A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
- g) Any director of officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

3. Duties of Officers

- a) **PRESIDENT**: shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of CUPE 3550 Building Society and of the Board. In his/her absence, chairperson may be elected at the meeting to preside.
- b) **SECRETARY**: shall attend all meetings of CUPE 3550 Building Society and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of CUPE 3550 Building Society and be under the direction of the President and the Board. The Secretary shall also keep a record of all the members of CUPE 3550 Building Society and their addresses and make provisions to send all notices of the various meetings as required.
- c) **TREASURER**: The Treasurer shall receive all monies paid to CUPE 3550 Building Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial

position of the society and submit a copy of same to the Secretary for the records of CUPE 3550 Building Society.

- d) **EXECUTIVE BOARD MEMBERS:** shall attend all meetings of CUPE 3550 Building Society and may assume duties that may be assigned to them from time to time by the Executive or by membership vote.
- e) **ALL OFFICERS,** upon termination of office, shall surrender all books, seals and other properties of CUPE 3550 Building Society to their successor.

4. Auditing

- a) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of CUPE 3550 Building Society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of CUPE 3550 Building Society. The fiscal year end of CUPE 3550 Building Society in each year shall be August 31.
- b) The books and records of CUPE 3550 Building Society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time

satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

5. Meetings

- a) **Annual Meetings:**
- CUPE 3550 Building Society shall hold an annual meeting on or approximately the first Tuesday in February in each year.
- b) **Board Meetings:**
- Meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.
 - The President shall, within ten (10) days, notify members electronically of the meeting.
 - Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
- c) **General Meetings:**
- General meetings of CUPE 3550 Building Society may be called at any time by the Secretary upon the instructions of the

President or Board by electronic notice (10) days prior to the date of such meeting.

d) **Special Meetings:**

- A special meeting shall be called by the President or Secretary, or upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting,
- The President shall, within ten (10) days, notify members electronically of the special meeting and the subject(s) to be discussed.
- No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

e) **Quorum for General or Special Meetings:**

- The minimum number of members required to be in attendance for the transaction of business at any regular or special general membership meeting shall be eighteen (18) members, including at least 50% of the members of the Executive Board.
- In the event that quorum is not met, the normal business of CUPE 3550 Building Society shall be conducted by the Executive and the Treasurer will report those transactions at the next membership meeting.

6. Voting

All active card-carrying members in good standing of Canadian Union Public Employees Local 3550 shall be automatic members of CUPE 3550 Building Society and shall have the right to vote at any meeting of CUPE 3550 Building Society. Such votes must be made in person and not by proxy or otherwise.

7. Remuneration

Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of CUPE 3550 Building Society shall receive any remuneration for his/her services.

8. Borrowing Powers

For the purpose of carrying out its objects, CUPE 3550 Building Society may borrow or 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 CUPE 3550 Building Society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

9. Bylaws

The Bylaws may be rescinded, altered or added to by a “Special Resolution”.

June 23, 2023

The Bylaws have been reviewed by the current board and no changes are to be made.

This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7; (780) 427-7013; Form 06/2011