

COSMOPOLITAN INTERNATIONAL CLUB OF EDMONTON
REVISED BYLAWS – NOVEMBER 23, 2018

ARTICLE I

The Cosmopolitan International Club of Edmonton is a local club of Cosmopolitan International, being an international organization operating in Canada and The United States. The charter of the Cosmopolitan International Club of Edmonton was granted by Cosmopolitan International and this Club is bound by the Restated Articles of Incorporation and Bylaws as adopted or amended by Cosmopolitan International.

ARTICLE II

MEMBERSHIP

SECTION 1. Cosmopolitan International Mission Statement: The mission of Cosmopolitan International is to contribute to community well being through charitable donations and volunteer service with special emphasis on supporting efforts to prevent and find a cure for diabetes.

SECTION 2. In order to qualify for membership, a person must be the age of majority, submit a membership application, be sponsored by an existing member in good standing, deposit a membership fee as determined from time to time, and be approved by a majority of the Executive.

SECTION 3. In order to expel a member, written evidence must first be submitted to the Executive. Such member shall then be given an opportunity to consult with the Executive, and final action, if necessary, will be taken by the general membership. Possible reasons for expulsion shall include nonpayment of dues or immoral conduct, and expulsion shall require a simple majority vote at a general membership meeting at which a quorum of two-thirds of the membership is present.

SECTION 4. Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive through its Secretary.

ARTICLE III

MEETINGS

SECTION 1. General membership meetings shall be held not less than once per month from September 1st to June 30th at a time and place agreed upon by the majority of the membership. The annual meeting shall be held at the first general meeting of the fiscal year.

SECTION 2. Robert's Rules of Order shall be used to decide any point of order which may be raised in connection with the discussion of any questions at any meeting.

SECTION 3. A simple majority of the general membership or of the Executive shall constitute a quorum, except for any special quorum required by any other section of these bylaws.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Club, with the exception of the President who shall serve for a term of two (2) years, shall serve that office for a term of one (1) year from July 1 to the following June 30 after which they may stand for re-election if they wish. The officers will be as follows:

President, first Vice-President, second Vice-President, Secretary, Treasurer, Sergeant-at-Arms

SECTION 2. The duties of the officers shall be as follows:

President - The President shall be the chief Executive officer of the Club, exercising general supervision of the work and activities of the Club, including appointment of committee chairmen and shall be an ex-officio member of all committees. The President or his/her designate shall represent the Club at all Federation meetings.

First and Second Vice-Presidents - The first Vice-President, and in their absence, the second Vice-President, shall preside at all meetings at which the President is absent. In the absence of the President, these officers will have power to do all things the President is empowered to do.

Secretary - The duties of the Secretary shall include all those described in the Cosmopolitan Leaders' Manual, as well as those described under Article XIII - Minutes.

Treasurer - The Treasurer shall receive all monies paid to the Club and shall be responsible for the deposit of same in whatever bank the Executive may order. The Treasurer shall properly account for the funds of the Club and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the Club and submit a copy of same to the Secretary for the records of the Club. The Signing Authority for the disbursements of funds for all Club business shall be any two signatures of the following: President, first and second Vice-Presidents, Secretary or Treasurer.

Sergeant-at-Arms - The duties of the Sergeant-at-Arms shall include all those described in the Cosmopolitan Leaders' Manual.

ARTICLE V

Club Executive

SECTION 1. The Club Executive, (also known as the Executive) shall consist of the President, first Vice-President, second Vice-President, Secretary, Treasurer, Immediate Past President and Sergeant-at-Arms.

ARTICLE VI

ELECTIONS

SECTION 1. The above officers and Executive members shall be elected by a majority vote of the general membership with the exception of the President who will be moved up from first Vice-President. If the first Vice-President is not willing or unable to move into the President's position, an election for President shall take place. Should no candidate receive a majority vote on the first ballot, the candidate receiving the least number of votes shall be eliminated and a second ballot shall be taken, and this procedure shall be repeated until one candidate receives a majority. The nominating committee shall be composed of all Past Presidents and shall publish the list of nominees for officers at least one week prior to the election. Nominations shall be through the nominating committee and also from the floor. The quorum required at the election meeting shall be one-half (1/2) the general membership.

ARTICLE VII

REMOVAL OF OFFICERS

SECTION 1. An officer may be removed for cause by a majority vote at a general meeting where a simple majority of the membership is present.

SECTION 2. Removal of an officer shall not take place until the officer has had an opportunity to address the cause in question before the general meeting.

ARTICLE VIII

FEES

SECTION 1. Membership dues shall be set from time to time by a general membership meeting. Dues are to be paid to the Cosmopolitan International Club of Edmonton in advance of each October 1. New members joining after December 31 and before June 30 will pay a prorated fee.

SECTION 2. A meeting of the general membership may, from time to time, set any other dues or fees.

ARTICLE IX

BORROWING POWERS

SECTION 1. No member, nor any group of members may borrow monies on behalf of the Club, nor enter into, nor make any agreement which forms a financial commitment by the Club, except as authorized by a general meeting of members.

ARTICLE X

AUDITING

SECTION 1. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for that purpose at a general meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor/auditors at the annual meeting of the Club. The fiscal year of the Club in each year shall be from July 1 to the following June 30.

SECTION 2. The books and records of the Club may be inspected by any member of the Club at the annual meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer having charge of same. Each member of the Executive shall at all times have access to such books and records.

ARTICLE XI

SEAL OF THE CLUB

SECTION 1. The Executive shall obtain and keep a seal of the Club, which shall be of such form and device as may be adopted by the Executive. Such seal shall be kept at such place as shall be determined and shall not be affixed to any instrument except by the authority of a Resolution of the Executive, and in the presence of any two (2) of the following: President, first Vice-President, second Vice-President, Secretary or Treasurer – such officers shall sign all documents to which the seal is affixed.

ARTICLE XII

AMENDMENT

SECTION 1. These bylaws may be amended by a simple majority vote at a regularly scheduled meeting of the general membership at which a quorum of two-thirds (2/3) of the members are present.

SECTION 2. Proposed amendments to these bylaws may be submitted by any member in good standing and each Club member shall be provided a copy of the proposed amendment(s) no fewer than thirty (30) days before a vote can be taken.

SECTION 3. In addition, and without compliance with the preceding section, these bylaws may be amended by unanimous vote in favor at any general membership meeting at which a quorum of two-thirds (2/3) of the membership is present.

ARTICLE XIII

MINUTES

SECTION 1. The Secretary shall maintain minutes of Executive meetings and general meetings.

SECTION 2. The Secretary shall cause Executive meeting minutes to be circulated to the membership or read at the general meeting following a Executive meeting.

SECTION 3. The Secretary shall cause all correspondence and other records of the Club to be properly and safely stored.

ARTICLE XIV

COMMITTEES

The Executive may create committees as required. The President shall appoint committee chairpersons.

ARTICLE XV

GENERAL BYLAWS

SECTION 1. The Club may from time to time elect a delegate or delegates to attend conventions or other events. Any expenses incurred shall be approved at a membership meeting before payment is made.

SECTION 2. No officer or member of the Club shall receive any remuneration for their services.

SECTION 3. An elected officer may resign from office by a letter of resignation addressed to the President or Secretary.

SECTION 4. Vacancies in elected offices shall be filled by election at any general meeting of the Club by a majority vote. Any eligible member elected shall hold office only for the expired portion of the term of office of the officer replaced.

SECTION 5. The Club shall have Liability Insurance in force at all times.

SECTION 6. All policies/activities shall be approved by a simple majority at a general membership meeting.

SECTION 7. Voting may be in person or by proxy.