

# **ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES**

(The "Association")

## **OBJECTS**

The Objects of the Association are as follows:

1. To promote the interests of Rural Municipalities throughout the Province;
2. To bring about the economical and efficient administration of the affairs of Rural Municipalities and of all duties and the execution of all works undertaken by or imposed upon Rural Municipalities;
3. To cooperate for the promotion, guidance and improvement of legislation, both Dominion and Provincial, upon municipal questions;
4. To cooperate for the purpose of protecting Rural Municipalities, from impairment in status, capacity or powers;
5. To do all acts and things which appear to the Association conducive to the good and welfare of Rural Municipalities;
6. To buy, sell, deal in, and otherwise act as mercantile agents, in respect of any goods, chattels, commodities and services, which are or may be required by any municipal district, county or any other body of authority exercising the functions of local government in connection with the carrying out of any of the functions, powers, duties, capacities or works which a municipal district, county, or any other body aforesaid is by law authorized to carry out;
7. To acquire and dispose of land to the extent required for the purposes of the Association;
8. To do and perform all acts and things incidental to and necessary for the purpose of affecting any of the aforesaid objects.

## **BYLAWS**

### **ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES**

#### **A. DEFINITIONS**

1. The following terms shall have the associated meanings set forth below:
  - (a) "Act" means the *Alberta Association of Municipal Districts and Counties Act*, S.A. 1923, c. 67, as amended from time to time;
  - (b) "Aggregated Business Services" shall mean the delivery of business services and goods to Members through entities including, but not limited to, the Trade Division, Jubilee Insurance Agencies Ltd., and Prairie Fuel Advisors;
  - (c) "Association" shall mean the Alberta Association of Municipal Districts and Counties;
  - (d) "Board of Directors" or "Directors" shall mean the board of directors of the Association;
  - (e) "Convention" shall mean the annual general meeting of the Association, which is held in the fall in each year and may include any additional meetings called from time to time by the Association;
  - (f) "Convention Chair" shall mean the individual selected by the Board to act as chair of a particular Convention;
  - (g) "District" shall mean a grouping of two or more Rural Municipalities;
  - (h) "Executive Director" shall mean the chief staff officer hired by the Board to oversee the management and operations of the Association and who shall act as the Secretary-Treasurer of the Association;
  - (i) "Member" shall mean a Full Member and an Associate Member;
  - (j) "Province" shall mean the Province of Alberta;
  - (k) "Rural Municipality" shall mean a municipal district created pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, county, or other special area or specialized municipality within the Province; and
  - (l) "Voting Delegates" shall mean within each municipality that is a Full Member, the number of elected officials within the municipality.

#### **B. MEMBERSHIP**

2. There shall be the following categories of membership within the Association: Full Membership and Associate Membership, with the specific characteristics set forth below:

- (a) Full Members of the Association shall consist of councils of Rural Municipalities, who have paid the applicable membership fee for the year. Ownership of the assets of the Association shall be vested exclusively with the Full Members and, upon dissolution of the Association, or at such other times as the Board may determine, distribution of assets will be made amongst the Full Members. Full Members shall be voting Members, and shall, at each Convention, have that number of votes equal to the number of Voting Delegates of the Member in attendance.
- (b) Associate Members shall consist of those organizations and institutions whose objects relate to the welfare and advancement of Rural Municipality ratepayers or residents, and without restricting the generality of the foregoing, shall include school divisions, school districts, towns, villages, cities, hospital districts, health units, senior citizens' homes, municipal, community and recreation organizations, irrigation districts and water boards, and cooperatives supplying electric power or natural gas associations comprised of the said organizations or institutions, who have paid the applicable membership fee for the year. The rights and privileges of Associate Members shall be limited to all trading privileges within the Aggregated Business Services. Associate Members are non-voting members and are not entitled to participate in a distribution of the assets of the Association.
- (c) Notwithstanding sections 2(a) and 2(b) above, the Board of Directors may, in its sole discretion, allow duly incorporated specialized municipalities Full Member or Associate Member status.

3. Any Member wishing to withdraw its membership may do so upon one year's prior written notice to the Board.

#### **C. MEMBERSHIP FEE**

4. Annual fees for all Members shall be as set by the Board.

5. In each year, the respective membership fee shall be paid to the Association and shall be due and payable by each Member on or before September 1st. The membership fees paid are non-refundable.

#### **D. CONVENTION (MEETINGS OF THE MEMBERS)**

6. The annual Convention of the Association shall be held at a location and upon dates to be selected by the Board.

7. Conventions of the Association may be called at any time by the Executive Director upon the instructions of the Board by notice in writing, at least twenty-one (21) days prior to the date of such Convention. The accidental omission to give notice of a Convention, or the non-receipt of a notice by, any of the Full Members entitled to receive notice does not invalidate proceedings at the Convention. The Full Members of the Association may petition a Convention by submitting a petition signed by at least fifty (50%) plus one (1) of the Full Members in good standing, to the President of the Association, setting forth the reasons for calling such Convention. The Convention Chair shall then call the Convention to order at the hour, time and place for which it is advertised. Included in each notice of the Convention shall be an agenda for the conduct of the Convention.

8. Quorum for any Convention shall be constituted by Voting Delegate representation of fifty per cent (50%) plus one (1) of full members. No business other than the adjournment or termination of a Convention shall be conducted at a Convention at a time while quorum is not present. This includes, but is not limited to, elections for President and Vice President, the acceptance of financial reports or other reports and presentations that require full member voting as identified by the Board. All Voting Delegates shall, on request by the individual designated by the Board to verify credentials, be required to furnish their credentials proving their election to office within their respective District.
9. If within thirty (30) minutes from the time appointed for a Convention a quorum is not present, the Convention, if convened on the requisition of Full Members shall be terminated; but in any other case, it shall stand adjourned to the day, time and place determined by the Convention Chair, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the Convention, the Members then present shall constitute a quorum.
10. The Board or its designate(s) shall present to the Convention: (i) a financial statement, properly audited, covering the transactions of the previous year; (ii) a full report of its year's work; and (iii) a summary of those items of business and/or advocacy as directed by the Full Members.

#### **E. ELECTION OF DIRECTORS AND OFFICERS**

11. As necessary, at the Convention, there shall be elected a President or Vice President, and/or five (5) directors, one (1) representing each of the Districts identified below (the "District Directors"). The officers and directors so elected shall form the Board, and shall serve until their successors are elected and installed.

##### District Directors

- (a) District No. 1: Foothills Little Bow
  - (b) District No. 2: Central
  - (c) District No. 3: Pembina River
  - (d) District No. 4: Northern
  - (e) District No. 5: Edmonton East
12. The Board shall, subject to the bylaws or directions given it by majority vote at any Convention meeting properly called and constituted, have full control and management of the affairs of the Association, and meetings of the Board shall be held as often as may be required, but at least three (3) times per year, and shall be called by the President. Meetings of the Board shall be called on at least three (3) days written notice to each Director. Attendance by the majority of the Board shall constitute a quorum. A Director may participate in a meeting of Directors by means of a telephone or other communication facility that permits all persons present to hear each other.

13. Persons shall be eligible to become Directors of the Association if they meet the following eligibility requirements: the individual (i) is a duly elected official of a Full Member in good standing with the Association; (ii) has not been found by a court of competent jurisdiction to be a mentally incompetent person, or of unsound mind; (iii) does not have the status of a bankrupt; and (iv) is not currently an elected official in any federal or provincial election. In the event that a Director ceases to hold office in his/her own Rural Municipality as the result of a municipal election, he/she shall be deemed to cease being a director of the Association effective at the conclusion of the next following Convention. All resignations of Directors shall be addressed to the Association.
14. Any Director, upon a majority vote of Full Members in good standing, may be removed from office for any cause which the Association may deem reasonable.
15. The Full Members shall elect, by nomination and a clear majority, a President for a term of two (2) years that alternates with the two (2) year term of the Vice President. This term shall commence at the conclusion of the Convention at which he/she is elected, and shall, unless sooner vacated, terminate at the conclusion of the fall Convention two (2) years hence.
16. The Full Members shall elect, by nomination and a clear majority, a Vice President for a term of two (2) years that alternates with the current two (2) year term of President. This term shall commence at the conclusion of the Convention at which he/she is elected, and shall, unless sooner vacated, terminate at the conclusion of the Convention two (2) years hence.
17. The District Directors are elected for a term of two (2) years. Each District shall meet as required to elect its representative Director and report the same to the Association.
18. The Directors and officers of the Association shall receive the remuneration determined by the Board.

**F. VACANCIES**

19. If during any year there is a vacancy in the Board is that of President, the Vice President shall assume the role of interim President until such time as an election for President can be held at the next following Convention. If a vacancy in the Board is that of Vice President, the vacancy shall remain open until the next following Convention.
20. If during any year there is a vacancy occurring on the Board at any time among the District Directors, the Board shall give notice to the affected District, which shall constitute a meeting for the purpose of electing the successor District Director. The results of such election shall be reported to the Association, and the successor District Director shall hold office until the time at which the previous Director's term of office would have expired.
21. The President shall be ex-officio a member of all Board committees. He/she shall, when present, preside at all meetings of the Board. In his/her absence, the Vice President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

**G. FINANCIAL YEAR**

22. Unless otherwise established by the Board from time to time, the financial year of the Association shall be from the first day of August to the thirty-first day of July in the following year.

**H. AUDITING**

23. The books and records of the Association shall be audited at least once each year by a duly qualified accountant. A complete and proper statement of the standing of the books for the previous year shall be submitted to the Members at the Convention.
24. The books and records of the Association may be inspected by any Full Member of the Association at the Convention or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each Director shall at all times have access to such books and records.

**I. BORROWING POWERS**

25. For the purpose of carrying out its Objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, or issue debentures for the purpose of carrying out its objects.

**J. AMENDMENT OF BYLAWS**

26. These bylaws may be amended or repealed by three-fifths (3/5) of the votes of the Full Members called for that purpose provided that notice of such amendments have been circulated to the Full Members at least twenty one (21) days prior to a Convention where such vote will be held.