

**ARTICLE I – NAME**

**Section 1**

The name of the Association shall be “The Saskatchewan Association of Recreation Professionals”, hereinafter called “the Association”.

**ARTICLE II – MISSION**

**Section 1**

The Saskatchewan Association of Recreation Professionals is a member driven organization committed to the recreation profession by representing and supporting current and future recreation professionals.

**ARTICLE III – MEMBERSHIP**

**Section 1 – Types of Membership**

**a) Professional Members**

Any individual employed in the recreation field or in a related field within Saskatchewan and has graduated from a recognized post-secondary institution with a Diploma or higher in the area of Recreation. This also includes individuals who have received the Honorary Life Award.

**b) Associate Members**

Any individual working and/or enrolled in post-secondary in the recreation field within Saskatchewan who ascribes to the goals of the Association but is not eligible for Professional membership.

**c) Alumni Members**

Any individual who has been a Professional and/or Associate member with the Association, but no longer works in the field and would like to maintain contact with the Association and field.

**Section 2 – Rights of Members**

**a)** Professional members shall have the right to be elected to the Board of Directors (according to Article V) and shall be allowed voting privileges at all general meetings on all matters. Professional members have the opportunity to take advantage of all Association benefits.

**b)** Associate members shall be allowed voting privileges on all matters at all general meetings except bylaw amendments and financial motions. An Associate member may chair or sit on any task group and participate in and take advantage of all Association benefits except education assistance. Associate members are not eligible to hold a position on the Board of Directors.

**c)** Alumni members shall be entitled to all benefits of membership except voting privileges, education assistance and the right to run for office.

**Section 3 – Membership in the Association**

**a)** Approval of membership is done by the Board of Directors.

**b)** The membership year of the Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**c)** A member in good standing whose status changes shall be responsible for informing the Association of the change and, upon approval of the Board of Directors, will be re-classified accordingly.

**Section 4 – Withdrawal from Membership**

- a) Any member may withdraw from the Association at any time.
- b) The Board of Directors may withdraw membership of a member who is in contravention of the Association's Code of Conduct and/or Code of Ethics.

**ARTICLE IV – FEES**

**Section 1**

The annual fee for each class of membership shall be prescribed annually by the Board of Directors.

**ARTICLE V – BOARD OF DIRECTORS**

**Section 1 – Composition of the Board**

- a) The Directors of the Association shall be elected by the members at the Annual General Meeting of the Association.
- b) The Board of Directors shall consist of not less than 5 and not more than 7 Directors.
- c) The Chair and Vice-Chair position of the Board will be elected by the Board of Directors, from the elected Directors, immediately following the Annual General Meeting, at a special Board meeting.

**Section 2 – Term of Office**

- a) The term of office for Directors shall be for a period of 2 years with staggered terms.
- b) No Director shall serve more than 3 consecutive terms.
- c) After serving 3 consecutive terms, an individual would be eligible to run for the Board of Directors after a 2-year absence.
- d) Should a Director be unable to complete their term, for whatever reason, the Board of Directors may fill the vacancy by appointment.

**Section 3 – Duties and Powers of the Board**

- a) The Board shall carry on the business of the Association.
- b) The Board may enact or accept motions, not contrary to law, to regulate the conduct of the affairs of the Association.
- c) The Board's sources of strategic and operational authority are the members of the Association.

**Section 4 – Election**

- a) All nominations for positions on the Board of Directors must be received in writing at the Association's Provincial office, duly moved, at least 30 calendar days prior to the Annual General Meeting.
- b) The nominated Directors receiving the highest number of votes will be elected to office. In the case of a tie, the decision will be made by random draw.
- c) Should there be a vacancy on the Board of Directors, the Board may fill the position through appointment.

**Section 5 – Meetings of the Board**

- a) The Board of Directors shall meet at least 4 times each year at a time and place as directed by the Chair. The Chair shall call additional meetings upon the written request of any 3 members of the Board.

**Section 6 – Quorum of the Board**

A quorum of the Board of Directors is 4 Board members.

**Section 7 – Remuneration**

The members of the Board shall be reimbursed for approved expenses incurred in carrying out the business of the Association upon presentation of the proper statements.

**Section 8 – Directors Retiring from Office**

Directors retiring from office shall be deemed to hold office until the conclusion of the meeting at which they retire.

**Section 9 – Committees of the Board**

- a) The Board of Directors shall appoint annually such committees as regulated by the Non-Profit Act and the Association’s funders, and as it deems necessary, for managing the affairs of the Association.
- b) The Board of Directors shall appoint members of these committees or provide for the election of members of these committees.
- c) The Board of Directors shall prescribe the duties and terms of reference to these committees, and shall delegate to any of these committees any of its powers, duties, and functions.

**ARTICLE VI – MEETINGS**

**Section 1**

All meetings of the Association shall be governed by Robert’s Rules of Order, unless otherwise specified.

**Section 2 – Annual General Meeting**

- a) The Annual General Meeting will be held not later than 15 months after holding the preceding annual meeting.
- b) A notice of the Annual General Meeting will be sent to all members not more than 50 days nor less than 15 days before the meeting.
- c) The agenda for the Annual General Meeting shall be arranged by the Board and set forth in the official program for such meeting.
- d) Voting shall be by show of official voting paddles, except when requested by at least 3 members, at such time a silent vote will be held.

**Section 3 – Notice of Special General Meeting**

- a) A Special General Meeting of the Association may be called by the Chair when they consider it necessary and shall call a Special General Meeting when requested to do so in writing by at least 10 members.
- b) Such a meeting cannot be held sooner than 30 days from such time as notice has been given in writing to the membership.

**Section 4 – Proxy**

There shall be no voting by proxy at any meeting of the Association, the Board of Directors, or any Committee.

**ARTICLE VII – FINANCIAL STATEMENTS AND AUDITOR**

**Section 1**

The fiscal year of the Association shall be July 1 to June 30.

**Section 2**

The Board of Directors shall place before the members at every Annual General Meeting the prescribed financial statements relating to the period that began immediately after the end of the last completed financial year and ending not more than 6 months before the annual meeting, the report of the auditor, if any, and/or the report of the person that conducted a review of the financial statements of the corporation.

**Section 3**

The Board of Directors, or its designate, shall circulate the prescribed financial statements at least 21 days prior to the Annual General Meeting.

**Section 4**

The membership shall appoint the auditor at the Annual General Meeting.

**ARTICLE VIII – AMENDMENTS TO THE BYLAWS AND ARTICLES**

**Section 1**

Amendments to these bylaws and articles may be proposed by the Board of Directors of the Association, or any 2 Professional members in good standing of the Association.

**Section 2**

- a)** A proposed amendment must be submitted to the Board of Directors, or its designate, in writing at least 90 days before the anniversary of the previous Annual General Meeting.
- b)** The Board of Directors, or its designate, must give written acknowledgement of receipt of such proposed amendment within 10 days of its receipt.
- c)** The Board of Directors, or its designate, shall notify all members of such proposed amendments at least 21 days prior to a General Meeting.

**Section 3**

An amendment to these bylaws and articles shall only be made after the procedure described in Article VI has been carried out and upon an affirmative vote of 2/3 of those Professional members voting at a Special General Meeting or General Meeting.

**Section 4**

Amendments take effect immediately.

**ARTICLE IX – DISSOLUTION**

**Section 1**

Upon dissolution, the Saskatchewan Association of Recreation Professionals shall transfer its assets to the Saskatchewan Parks and Recreation Association to be used for the advancement of the recreation profession.