

GOVERNANCE

1.0 MEMBERSHIP

- 1.1 A person is not a member until the fee is paid in full by the end of the grace period.
- 1.2 The grace period extends the membership year from 31-December to 31-January.
- 1.3 People paying their membership after 1-October may be deemed to have paid their membership for the following year as well as the current year.
- 1.4 To be considered a member, individuals must provide such contact information:
 - 1.4.1 as the Societies Act requires [RSA 2000 Chapter S-14, 36(1) (a) the full name and residential address]; and
 - 1.4.2 as the Association requires – Geocaching username, and Geocaching email address.
- 1.5 Individuals under the age of 18 become members by filling in the registration form annually, but pay no fee. If they wish to remain members after they turn 18, they must pay the membership fee at the beginning of the next month following their birthday.
- 1.6 When two or more people share the same Geocaching username, each person must register separately, but may continue using the same Geocaching username.

2.0 AMENDING DOCUMENTS

- 2.1 Any member in good standing may, at any time, request an amendment to the Bylaws or to this Policy & Procedure document.
- 2.2 The member must submit the change in writing to the Secretary as follows:
- 2.3 **Bylaws**
 - 2.3.1 As per 14.1 of the Bylaws, they may only be amended at an Annual General Meeting or a Special General Meeting called for this purpose (Bylaw 7.2.2).
 - 2.3.2 The member chooses the part of the Bylaw that he/she feels needs to be changed and presents it word-for-word as it is the approved document.
 - 2.3.3 The member then presents the amended version as he/she feel it should be.
 - 2.3.4 The member must also present a reasoned argument for the amendment.
 - 2.3.5 Amendments to the Bylaws must follow voting rules (Bylaw 6.0).
 - 2.3.6 Amendments must be submitted to the Secretary, with enough advance warning that it can be emailed to the general membership two weeks prior to the Annual General Meeting or Special General Meeting.

2.4 Policies & Procedures

- 2.4.1 This Policy & Procedure document may be amended by the Board at any of its regular meetings.
- 2.4.2 The amended document must be ratified by the members at the next General Meeting.
- 2.4.3 The member chooses the part of this document that he/she feels needs to be changed and presents it word-for-word as it is in the approved document.
- 2.4.4 The member then presents the amended version as he/.she feel it should be.
- 2.4.5 The member must also present a reasoned argument for the amendment.
- 2.4.6 Amendments to this document must follow voting rules (Bylaw 6.0).

3.0 ELECTIONS

- 3.1 The most recent Past President willing to serve shall be responsible for the nomination and election processes (Bylaw 8.17.2).
- 3.2 Elections for members of the Board of Directors shall be held each year at the Annual General Meeting (Bylaw 7.3.8).
- 3.3 Members are encouraged to submit nominations for board members to the Secretary prior to the meeting notification being sent out (Bylaw 7.3.3).
- 3.4 Nominations and offers to volunteer may also be made from the floor during the AGM. The Past President will make 3 calls for nominations / volunteers for the open positions, at the end of which he/she will declare the nominations closed.
- 3.5 However they are nominated, nominees must accept their nomination in order to be elected and must be present for the election. Failure to accept the nomination shall render it null and void. Failure to attend the meeting shall have the effect of removing their name from the ballot.
- 3.6 Should there be only one nominee for each position, he/she shall be declared acclaimed to that position.
- 3.7 If there is more than one candidate for any position, a secret ballot shall be held (Bylaw 6.2, 6.3).

4.0 USE OF INTELLECTUAL PROPERTY

- 4.1 Anyone wishing to use the GEAA name, initials, logo, sign or any advertising materials must make the request with 7 days' notice to the President by email geosedmonton@gmail.com.

FINANCE

5.0 SIGNING AUTHORITY

- 5.1 All officers shall have signing authority.
- 5.2 Any two officers shall be sufficient to sign cheques.

6.0 REIMBURSEMENT

- 6.1 Any member may be reimbursed for legitimate expenses provided those expenses are approved in advance by a motion of the Executive or of the Board.
- 6.2 As far as possible, receipts must be provided. Should a receipt not be available, an explanation must be provided.

7.0 TRANSACTIONS

- 7.1 Cash, cheque, or money order are acceptable as payment. Cheques or money orders shall be made payable to Geocaching Edmonton & Area Association.