

Constitution and By Laws of the Edmonton Dollar Club

Table of Contents

General	3
Purpose	3
Executive Committee	3
Membership	5
Long Service	6
Guests	6
Attendance	7
Membership Fees	7
Financial	7
Miscellaneous	7

General

1. This Association will be known as the Edmonton Dollar Club (EDC);
2. The EDC meets weekly on Wednesday at 11:45 a.m. at a place determined by the Executive;
3. This Constitution may be amended at any time by motion made by any Member in good standing. The motion must be provided to the Executive one week prior to the motion being presented to the members. Any amendment must be properly recorded and issued in writing to all Members by the Executive. Written proxy votes will be accepted. The motion will then be tabled and the vote will occur at the next meeting;
4. All leads are confidential and will be so recognized by all members unless otherwise specifically instructed to the contrary.

Purpose

5. The primary purpose and objective of the EDC is to provide its members with information in the form of leads which will assist the members to obtain new contacts in view of expanding their businesses.
6. The secondary purpose of the EDC will be to acquaint its members with persons of common interest, engaged in business or vocations of a different nature, and to provide an opportunity for fraternization.

Executive Committee

7. Elections will be held at the first meeting in December, each officer will be elected for a twelve-month term from January to December. The Executive of the EDC will be elected from those Members in good standing and will consist of:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Membership Director
 - Social Director

Support Role to the Executive Committee:

- Past President
8. The Executive Committee shall consist of the following roles which will execute the tasks as outlined:

President

- Read excerpt from the Dollar Club Regular Meeting Protocol each meeting (as per General Practices outline);

- Develop and deliver an annual report to the members within 30 days of the new year;
- Ensure financial statement is available to membership at year end;
- Oversee appointments of individuals to committees; and
- Responsible for organization and administration of the EDC.

Vice President

- Chairs meeting in the absence of the President;
- Assist the President with the organization and administration of the EDC;
- Keeps weekly attendance;
- Coordinates each member's 10 minute infomercial; and
- Records revisions to the EDC Constitution.

Treasurer

- Negotiates contracts for meals;
- Provides feedback to the hotel on the service and quality;
- Assist with the organization and administration of the EDC;
- Receives dues, fines and extra meal charges and deposits these payments into the Club's bank account;
- Prepares a financial statement for each Executive Meeting;
- Responsible for EDC funds, which are kept in a bank account for the EDC;
- Sends statements to club members in arrears after consultation with executive;
- Follows up with members greater than 60 days in arrears;
- Custodian of all historical and current, financial and non financial records;
- Makes the EDC records available to the executive on request; and
- Membership fees are waived.

Secretary

- Assists with the organization and administration of the EDC;
- Records the minutes of all (Executive and/or weekly) meetings; and
- Records weekly attendance of the Edmonton Dollar Club meetings.

Membership Director

- Assists with the organization and administration of the EDC;
- Oversees the promoting and recruitment of new members;
- Ensures that new members and guests are provided with an orientation of the Edmonton Dollar Club;
- Provides a copy of the constitution to all new members;
- Maintains membership roster;
- Attends executive meetings and initiates mediation on potential or existing member conflicts;
- Identifies new members to the club and treasurer.

Past President

- Chairs meeting in the absence of both the President and Vice President;
- Performs duties as the "fine master" at each weekly meeting (as per General Practices Guideline).

Social Director

- Assists with the organization and administration of the EDC;
- Organizes all social functions and attends executive meetings; and
- Does not pay social event fees (ie. entry fees to social events).

Membership

9. Membership in the EDC shall be restricted to one member from each classification of business or profession unless otherwise agreed. Members can represent, discuss and promote only their primary business in the formal part of the meeting;
10. Members may not transfer their membership in the EDC to any other person;
11. The resignation of a member is effective on the day the written notice is received by one of the Executive.
12. Each Member of the EDC shall be classified in accordance with his or her business or profession;
13. Each member shall provide a written description of their business or profession. The business must be their primary business. Only one classification can be held by a member;
14. Members failing to provide a description shall have their classification determined by the Executive;
15. Members in a potential classification conflict can agree to a working agreement. It shall be written, a copy provided to the Executive Committee and reviewed after 3 months;
16. Once a member is accepted they receive a contact list provided by the Membership Director;
17. Once a member has been part of the EDC for three (3) months; they are provided with a binder containing:
 - The Dollar Club History
 - The Dollar Club Constitution
 - Business Cards of all current members
 - Membership List
18. A majority vote by **all** executive members, whether present at an executive meeting or by letter or e-mail, may revoke a membership in the Edmonton Dollar Club for the following reasons:
 - Category conflict
 - Unethical behavior or conduct
 - Failure to pay membership fees
 - Activities deemed by the executive as not to be in the best interests of the Club.
19. Termination of membership in the Edmonton Dollar Club for misconduct shall require a letter presented to the member detailing the infraction. The letter is to be signed by the challenging member(s), if applicable, and all members of the executive. Once the membership has been revoked, it will be announced at the next regular meeting so that all members are properly informed. A member of the executive committee shall provide general information to the members that membership was revoked due to multiple, separate instances of misconduct that

were not resolved to the satisfaction of the executive committee after the infractions were brought to the former member's attention.

20. A member that ceases to carry on a business or profession in their original classification (the "Transferor") may make a written request to the executive to transfer his or her membership to a different classification, the new classification cannot be held by any other Member. If the classification to which the Transferor proposes to transfer his or her membership is held by another Member, the membership of the Transferor shall automatically terminate unless the member holding the classification consents to the transferor holding the same classification. This transfer will be voted on by the membership. If a member wishes to introduce a new person to hold their classification then the membership will vote on this new person becoming a member.

Long Service

21. Members receive long service recognition, as determined from the Executive, after being an active member for the following time allocations:
 - a. 2 years;
 - b. 5 years;
 - c. 10 years;
 - d. 15 years;
 - e. 20 years.

Guests

22. It is further understood that in order to avoid any conflict of interest between existent and proposed memberships, the enrollment of the new members will be subject to the following:
 - a. The applicant must be nominated by a member whose motion must be seconded and the same motion will be tabled for a period of two weeks;
 - b. The applicant will be invited to attend the following meeting to provide the club with an overview of their business interests and the availability of tips or leads which could be provided; and
 - c. The motion will then be voted upon at the following meeting at which time it will be carried only if a unanimous vote is obtained.
23. At least seven business days prior to the vote on the motion for membership, the applicant must provide the Executive Committee with the following: a copy of a valid business license (if applicable), proof of general liability insurance, errors and omission insurance (if applicable), coverage with the Worker's Compensation Board if required under the *Worker's Compensation Act*, RSA 2000, c W-15 and any applicable regulations or amendments thereto, and three business references, at least one of which must be from a non-EDC member. Failure to provide this documentation before the deadline may result in a delay on the vote on the motion for membership.
24. All guests or members associated with the guest shall be responsible for the cost of the meetings attended.

25. If an existing member would like to bring a guest to the club for a position already filled, they must approach the Executive Committee to determine the member's good standing (see 'Good Standing Clause')

Attendance

26. Attendance at meetings is compulsory. A member may send an associate in their place.
- d. Absenteeism without notice for **three (3) consecutive weeks** may result in a person's name being stricken from the Membership Roll, at the discretion of the Executive;
 - e. Absenteeism with notice after **six (6) consecutive weeks** may result in the person's classification being declared vacant, at the discretion of the Executive; and
 - f. Reinstatement of a person in any classification will be subject to a unanimous vote of the members after payment is received of all past dues.

Membership Fees

27. Each member will pay the quarterly membership fee at the first meeting of each quarter;
28. If any member has not paid their fees by the third week of the quarter, then the Treasurer shall, at the end of the meeting read aloud their name;
29. If fees are in arrears for 61 days, the dues for the following quarter are then due in advance;
30. At the discretion of the Executive, if fees are in arrears for 61 days, the member's classification can be declared vacant and open to new member;

Financial

31. Prior to the sponsorship by the EDC of an event for the members of the club, the treasurer will provide a financial report to the members. The treasurer will suggest the amount of the subsidy the club can provide to the members who attend the event.
32. The signing officers for the EDC shall consist of any two members, who have been authorized by the Executive Committee. No cheques should be signed until the cheque has been fully completed and the supporting documentation for the payment has been reviewed.

Miscellaneous

33. If a member has a concern about a member, they should discuss these issues with that member. If the issue cannot be resolved, then a member of the Executive should be consulted;
34. If a member is aware of factual information about a business person who is not a member of the club, they may wish to share this information with other members. However, the member should consider consulting with the Executive prior to sharing this information at the meeting.

Voting

35. When a motion is made at a meeting each attending member will receive one vote. A 50% + 1 vote will be required to approve a motion for a regular event such as a subsidy being provided by the club to an event. A fundamental change to the club's structure, such as a change to the constitution will require a 2/3rds vote. To accept a new member a unanimous vote is required

NOTE: IF A MEMBER WANTS TO SUGGEST A CHANGE TO ANY OF THE CLUB'S POLICYS, ANY CHANGE SHOULD BE DISCUSSED WITH THE EXECUTIVE, PRIOR TO THE PRESENTATION TO THE MEMBERSHIP.

This Constitution is enacted as the Constitution of the Edmonton Dollar Club (EDC) by a Constitution Committee nominated by the Executive, and the same was presented on February 23rd, 1966 as amended by a Special Resolution of the EDC on December 9th, 1992 and September 15, 2000, and October 15, 2008, December 5th, 2012, April 6, 2016, and on February 28, 2018.