

Bylaws of Weyburn Oilwomen Association Inc. Operating as Weyburn Oilwomen

This instrument constitutes the Bylaws of the Weyburn Oilwomen Association Inc. adopted for the purpose of regulating and managing the internal affairs of the organization.

MISSION STATEMENT

To foster a community of like-minded women who are employed in the Oil & Gas and allied industries, but also open to all female members of the public who want to make a positive impact and give back to our community. The committee shall support the education and advancement of its community through volunteerism and charitable donations.

PURPOSE

The purpose of the Weyburn Oilwomen Association Inc. shall be to raise funds to be distributed back to the community through scholarships & bursaries, donations to various sporting or arts organizations and community outreach programs that are in need of financial assistance. We will endeavor to contribute back to the community in the form of volunteerism and fundraising.

VALUES

We believe in providing opportunities for the advancement of knowledge to individuals in our community.

We believe in providing the supportive culture for networking and sharing of ideas.

We believe our attitudes and behaviors emulate our passion for learning and work, our perseverance in the face of challenges and gratification of relationship development among peers.

We believe in diversity and encourage tolerance.

BYLAWS

1. STRUCTURE

- 1.1. There shall be two classes of membership as follows:
 - 1.1.1. Regular membership, the members of which shall be entitled to attend and vote at all meetings of members, and may be elected as a director
 - 1.1.2. Associate membership, the members of which shall be entitled to attend meetings but not to vote. An associate member may be elected as a director
 - 1.1.3. A membership interest may be transferred with the approval of the directors of the corporation.
- 1.2. The executive will operate with an elected Board of Directors with two deemed to sit as Co-Chairs
 - 1.2.1. This Board of Directors will hereto be referred to as the board
 - 1.2.1.1. The board may be referred to by director or co-chair where a more specified title is necessary
 - 1.2.2. This board will have a minimum number of two co-chairs and a minimum of 2 and a maximum of 11 directors
 - 1.2.3. This board may also utilize other members or volunteers without voting rights as deemed necessary for operation or at any associated events
- 1.3. All directors are entitled to attend the Annual General Meeting and are entitled to vote.
- 1.4. All directors, including co-chairs, will receive a vote on items at the AGM.
 - 1.4.1. Co-Chairs will make the final decision if a vote by the entire Board of Directors is a tie
- 1.5. Co –Chairs duties shall include but are not limited to
 - 1.5.1. Preside over and facilitate all meetings and set agendas for meetings one week prior
 - 1.5.2. Ensure that all directors are fulfilling their responsibilities through regular communication
 - 1.5.3. Ensure compliance with bylaws, values, policies and mission statement
 - 1.5.4. Will confer with each other to break a vote in the event of a tie
 - 1.5.5. Has signing authority on account
- 1.6. Directors duties shall include but are not limited to
 - 1.6.1. Designate one person who shall take, compile and distribute minutes of all meetings
 - 1.6.1.1. This person shall also be responsible for making any voted on amendments to the bylaws stemming from AGM and distributing new versions.
 - 1.6.1.2. If this person is unable to attend a meeting, they are responsible for finding a director to replace them at this meeting
 - 1.6.1.3. The replacement director will take, compile and distribute minutes for the sole meeting they are designated to and will return duties to initial director at next meeting
 - 1.6.2. Designate two people who shall hold signing authority with co-chairs on primary account
 - 1.6.2.1. It is recommended that one of these people be the person looking after financial statements

- 1.6.3. Designate two people who shall hold signing authority with co-chairs on lottery account
 - 1.6.3.1. These two people may be the same or different as on primary account but it is still recommended that one of them be the person looking after financial statements.
 - 1.6.4. Designate one person who will track financials for the entire year and distribute and present financial statements.
 - 1.7. Co-chairs and directors shall serve two year terms. Each year new directors may be added.
 - 1.7.1. Terms can be renewed at the completion of two years. Renewals will also be two years and do not need to be voted on unless director is also a co-chair
 - 1.7.2. In the event of a vacancy prior to term end, that position will be filled by current board of directors until next AGM.
 - 1.7.3. A director or co-chair may resign at any time by giving a written notice of resignation. The resignation is effective as of received date unless otherwise specified.
 - 1.7.4. New members may attend all meetings and take part in all events, but will not receive a vote in any matters until voted in as a director at the next AGM.
 - 1.8. It is the responsibility of the directors and co-chairs to act in good faith and in a manner the person believes to be in the best interest of the association and maintain confidentiality.
 - 1.8.1. No director or co-chair shall bring any legal action against each another director or co-chair pertaining to activities of the board. Each director will act in good faith and therefore shall not be subject to litigation.
 - 1.9. No director or co-chair shall receive any salary or payment for acting as such. However, a director or co-chair may be indemnified for their expenses incurred on behalf of the association
- 2. FISCAL YEAR**
- 2.1. The fiscal year for the Weyburn Oilwomen Association Inc. will be December 31st.
 - 2.1.1. All receivables and payables are to be transacted by December 31st to the best of the ability of the association
 - 2.1.2. Financial statements are to be prepared and presented at the AGM
 - 2.1.3. Financial statements are to be accepted by an all in favor vote at AGM
- 3. FINANCE**
- 3.1. Any dues, contributions, sponsorships, grants or gifts to the association shall be accepted or collected only as authorized by the Board of Directors
 - 3.2. All funds of the association shall be deposited to the credit of the association in the designated financial institution
 - 3.2.1. This account will be two to sign, with approved signers being two co-chairs and two directors. It is recommended that one of the directors be the person looking after financial reports.
 - 3.3. All funds stemming from SLGA approved lotteries, shall only be deposited into the separate lottery account.

3.3.1. This account will be two to sign, with approved signers being two co-chairs and two directors. The two directors may be different than the primary account but it is recommended that one of the directors be the person looking after financial reports.

3.4. The board will be presented with the financial statements for the fiscal year end at the AGM

3.5. The board will approve the financial statements by signatures of both co-chairs and the director who prepared the statements.

3.6. Any expenses less than \$101 do not need to be approved by the board

3.7. Standing expenses that do not require approval are

3.7.1. Annual cheque for \$1000 for scholarship

3.7.2. Annual cheque to Weyburn Golf Course for golfing and supper fees for Annual Golf Tournament

4. MEETINGS

4.1. The Annual General Meeting (AGM) shall be held post fiscal year and prior to February 15th

4.1.1. AGM date must be chosen and all directors notified two weeks prior

4.1.2. Amendments to the bylaws can only occur at the AGM and must be voted on

4.1.3. In order for a vote to pass, 50% of the entire Board of Directors, including at least one co-chair must be present for vote

4.1.4. The annual budget will also be presented at AGM. This budget is fluid and open to change

4.1.5. All directors must be present at the AGM

4.2. The board will meet on a monthly basis, with meeting dates to be scheduled at minimum one meeting ahead of time.

4.2.1. Meetings are also able to be scheduled on a more frequent basis, but never less

4.3. Any motion or action needing to be voted on but requires a decision prior to the next scheduled meeting can be written and distributed to all members via email. All members will have 12 hours to reply to the email with their vote. Copies of each email will be printed and stored with next meetings minutes. Each member will then sign the print outs at the next meeting. Motion will take place effective once all votes have been received or closed, not when signed.

4.3.1. Though not preferred, group text may be used with a screen shot printed out of all votes.

In this case, each member must sign the print out at the following meeting to verify vote.

4.3.2. Vote can be closed prior to 12 hour deadline if all directors have replied

4.3.3. If less than 50% and one co-chair have replied by the 12 hour deadline, a co-chair can make a final decision based on cast votes, to the best interest of the association.

5. BYLAWS & AMENDMENTS

5.1. These bylaws are a living document to be reviewed and amended if necessary at every AGM

5.2. Any director may make, amend or repeal any bylaw that regulated activities and affairs of the association

5.3. Any amendments to the bylaws must be presented in writing and will be read by the chair of the meeting followed by a vote. Results of vote will be wrote on written amendment and signed off on my both co-chairs, regardless of approved or denied. A copy of this will be kept with meeting minutes.

5.3.1. If amendment is approved, the change to the bylaw will take effect immediately.

5.3.2. If amendment is approved, the change to written bylaw will be made within 14 days of AGM and new version of bylaws will be distributed to all members.

6. LIQUIDATION & DISSOLUTION

6.1. Upon dissolution of the Weyburn Oilwomen Association Inc., any assets remaining after paying debts and liabilities shall be disbursed to eligible charitable or religious organizations or purposes.

APPROVED AND EFFECTIVE:

VERSION: 1

TOTAL PAGES: 6

SIGNED,

PRINT

Abby Kradovil
CO-CHAIR

Jordan Szczecinski
CO-CHAIR

Terra Hartley Ortman
DIRECTOR

Janessa Walliser
DIRECTOR

Alea Noga
DIRECTOR

Sheri Nelszner
DIRECTOR

Kayla Cugnet
DIRECTOR

vacant
DIRECTOR

vacant
DIRECTOR

vacant
DIRECTOR

SIGN

Kradovil
Signature

Jordan Szczecinski
Signature

Terra Hartley Ortman
Signature

Walliser
Signature

Alea Noga
Signature

S. Nelszner
Signature

Kayla Cugnet
Signature

Signature

Signature

Signature