

Miniature Enthusiasts of Edmonton

OPERATING GUIDELINES & BY-LAWS

Motion dated November 7, 2023 accepting the operating guidelines as written and to be merged with the existing by-laws.

Miniature Enthusiasts of Edmonton

Operational Guidelines Effective November 2023

The guidelines have been created to provide clarification to the M.E.E. By-Laws published September 2009. These operational guidelines allow the club to operate more efficiently and provide more information for both members and those performing their role as a member of the Executive team or in any of the Director or Volunteer positions.

The Miniature Enthusiasts of Edmonton's By-Laws can be located on the club's [website](#).

Membership

The current By-laws state that membership fees are \$60.00. Due to the global pandemic of 2020, the M.E.E. club was required to operate remotely using ZOOM as a tool for the club to meet virtually. The club's operating costs were reduced as we didn't need to pay for a hall rental and therefore the club's membership agreed to continue to meet online and come together in person for workshops and other club events.

The following clarifications to the by-laws are required:

- a) Membership fees are to be reviewed by the executive with any proposed change in cost presented to the membership for final approval as needed. Membership fees will cover the cost of meetings and potential workshops as proposed by the Workshop Coordinator and agreed upon by the Executive and membership. Due to not having a regularly scheduled meeting place, hall or room rental fees will need to be considered. Additional guest instructor fees, kits and materials will be paid for by members who attend the workshop. The cost of membership is currently set at an annual fee of \$20.

Guideline established August 2020, during the MEE Executive Meeting.

- b) Annual fees of \$20 are due by October 15th.
- c) A membership year begins September 1st, ending August 31st.
- d) Fees can be paid by one of the following methods:
 - Cheque mailed to club mailbox, picked up and deposited by treasurer monthly
 - Cash/Cheque at the annual Show & Sale
 - E-Transfer to club account
- e) Any member in good standing (having paid their annual fee) shall have the right to vote at any meeting of the Club. Such votes must be made in person, not by proxy or otherwise. "In person" includes all meetings online via Zoom.
Guideline established March 6, 2021, during the MEE Executive Meeting. Motion carried at General Meeting, April 6, 2021. Each member will be asked to raise their hand and the votes will be counted by the Zoom host and stated aloud.

- f) Inquiries regarding potential membership after April 30th will require review by the Membership Director. The director will need to consider the club project status, upcoming workshops before determining whether any fee will be required. This will allow the Director to avoid situations where a member joins in May or June and then must pay again in September.

Meetings

By-Laws currently state that general meetings are to be held on the third week of the month and that the Annual meeting is to be held in June. Due to the transition to online meetings (Zoom) the club's rules regarding a quorum required clarification.

- a) A general meeting is held the first Tuesday of each month apart from July, August, and December.
- b) Annual meetings will be held upon the receipt of the audited financial statements. Due to the current delays in receiving the finalized statements this meeting will be held when documents become available.
- c) Quorums at general meetings will be governed under the Robert's Rules of Order" due to the inability to accomplish work due to the low attendance numbers. Therefore, when 20 or more members are present at a meeting, a majority vote amongst those members will carry the vote. *Guideline established March 6, 2021, during the MEE Executive Meeting.*

Officers/Directors

- a) The elected officers will remain as President, Vice-President, Treasurer, Secretary, and Workshop coordinator. There shall be 4 (four) Directors appointed by the executive. Due to the recent changes the club has experienced it has been decided to update the roles of the directors to support the growth of the club and its current activities. The four directors will operate in the following capacity. The directors will participate in executive meeting supporting in managing the affairs of the Club.
 - Director of Estate Sales
 - Director of Membership
 - Director of Technical Services (Webmaster, Zoom & YouTube, Google Drive, and other Web based Support
 - Director as Co-Chair of Show & Sale

The Director of Estate Sales will manage estates sales, including contracts and communications with the Estate, sales events, and tallying sales and commission data with the Treasurer.

The Director of Membership manages all membership related inquiries online or at the Show & Sale, the membership database and works with the executive in reviewing membership fees.

The Director of Technical Services is responsible for the management of the Club website, YouTube channel, Google and Zoom accounts.

Director as Co-Chair of Show & Sale will support the Vice President in the planning and organization of the annual Show & Sale.

- b) The treasurer shall receive all monies and pay bills. There shall be two signatures on all cheques, with two (2) signing authorities, President, and Treasurer.

Financial Affairs

To allow the club to continue to conduct business in the summer months, fulfill obligations to any estate clients and to pay annual invoices in a timely matter the following changes are required.

- a) The books shall be audited no later than October 31st after the close of the current fiscal year to ensure a timely completion of the financial documents.
- b) Any expenditure of funds over \$100.00 must be approved by the general membership at a regular meeting. There are several exceptions approved by the membership to expedite payment on a timely manner and to avoid putting the Club or its membership at risk.
 - Club Insurance
 - Annual Post Office Box rental
 - Annual Zoom license
 - Annual Domain Name Renewal
 - Annual Website Hosting Fees
 - Annual donation of up to \$250 at the discretion of the executive to be paid to:
 - Edmonton Food Bank
 - St. Albert Food Bank

Other

Agendas for general meetings are currently set by consultation with the executive prior to a general meeting. The agenda is then finalized by the President and distributed to the general club members.

BY-LAWS – Miniature Enthusiasts of Edmonton
Effective Date – September, 2009

1. Membership

- a) Any person, eighteen years or over, who is interested in making, collecting, or supporting the miniaturists' hobby.
- b) Fees are sixty dollars (\$60.00), with no charge for meetings or workshops.
- c) Any member may resign from membership in writing, be email or by telephone to the Club Secretary.
- d) The Club reserves the right to expel any member who is not acting in the Club's best interest in the opinion of the majority of members.
- e) Members have the right to participate in all club-sponsored workshops by registering for the workshop.
- f) Any member in good standing (who has paid their annual fee) shall have the right to vote at any meeting of the Club. Such votes must be made in person, not by proxy or otherwise.

2. Meetings

- a) General meeting is held in the third week of the month (except July, August, and December).
 - i. Members will be notified of any changes to the schedule by email, mail or telephone one (1) month in advance, or in the case of an emergency (e.g. inclement weather) as soon as possible.
- b) Annual meeting is held in the third week of June. Notification will be given by word-of mouth, email or by telephone one (1) month in advance.
- c) Special meetings – members will be notified by telephone three (3) days in advance.
- d) Workshop meetings may be held on other nights, on the decision of the membership.
- e) Quorums at general meetings will be fifty percent (50%) of the membership. Quorums at special meetings will be fifty percent (50%) of the membership.

3. Officers/Directors

- a) The elected officers shall be president, vice-president, treasurer, secretary, workshop coordinator. There shall be 4 (four) directors appointed by the executive.
- b) Duties of Executive Officers:

The president shall preside at all meetings (general, annual, executive, special), and shall perform those duties expected of a president. The president will also be ex-officio of all committees. The president is responsible for archiving the minutes of all meetings.

The Vice-president shall preside in the absence of the president.

The secretary shall be responsible for all correspondence of the Club and for the minutes of all meetings (general, annual, executive, special).

The treasurer shall receive all monies and pay bills. There shall be on (1) signature on all cheques, but two (2) signing authorities, President and Treasurer.

The workshop coordinator shall be responsible for the workshop program.

- c) In April of each year the nominating committee shall prepare a slate of officers to be voted on by the June (Annual) meeting membership. The chairman of the committee will be a member in good standing, selected by the membership of the club. There will be two (2) members chosen by the chairman to assist.
- d) No executive shall hold the same position for more than 2 (two) consecutive years.
- e) The executive shall meet prior to the regular meeting to prepare an agenda.
- f) Nominations also may come from the membership in attendance at the annual meeting.
- g) Officers or directors may be removed from office by a resolution passed by the majority of the executive if their duties are not being fulfilled.
- h) The executive will manage the affairs of the Club.
- i) There will be no remuneration for any position.

4. Financial Affairs

- a) The books shall be audited at the end of each fiscal year to be presented to the membership at the next general meeting. Two (2) qualified people from within the membership may be used or an accredited person may be hired to do this job.
- b) The Club will not borrow money.
- c) Any expenditure of funds over \$50.00 must be approved by the general membership at a regular meeting.

5. Record Keeping

- a) The secretary is responsible for taking minutes at all meetings (general, annual, executive, special). The minutes are given to the President before the next meeting. In case of the secretary's absence, his/her duties will be done by an officer appointed by the executive.
- b) Each executive member will keep records pertaining to his/her individual portfolio.
- c) The membership can inspect any books and records at the Annual meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officers in charge.

6. Other

- a) Amendments and additions to the bylaws must be made by a special resolution by notice of motion at least thirty (30) days prior to the motion at the meeting. All active members must be notified by email or mail.
- b) All meetings shall be governed by Robert's Rules of Order.
- c) Agendas for general meetings shall be determined at executive meetings.
- d) Suggested order for general meetings is:
 - 1. Call to order
 - 2. Minutes of last meeting
 - 3. Treasurer's report
 - 4. Correspondence
 - 5. Committee Reports
 - 6. Old Business
 - 7. New Business
 - 8. Program
 - 9. Adjournment

Clarification:

- 1. (b) Fees are sixty dollars (\$60.00), with no charge for meetings or workshops **except for the cost of kits, materials, and any additional guest instructor expenses.**