



**THE ST. CATHARINES & AREA**  
**AQUARIUM SOCIETY**  
**(S.C.A.A.S.)**

**CONSTITUTION AND BY-LAWS -- AMENDED  
1996, 1997, 1998, 1999**

**POLICY STATEMENT ADDED JANUARY, 1999  
(SEE END OF DOCUMENT)**

**NAME OFFICIALLY CHANGED MAY, 2007.**

**POLICY REGARDING HONORARIUMS  
CHANGED IN SEPTEMBER, 2007.**

# **ARTICLE 1**

## Section 1 - NAME

- (1) The society shall be known as "The St. Catharines & Area Aquarium Society".

# **ARTICLE 2**

## Section 1 - AIMS AND OBJECTIVES

- (1) The object of this society shall be to further the knowledge in the study, care, raising and breeding of tropical fish and to encourage and promote interest in the hobby from novice beginner to senior or advanced hobbyist and to promote good fellowship.

## Section 2 - PROMOTION OF THE HOBBY

- (1) May be by means of an annual show and a monthly jar show.
- (2) By encouraging members to undertake specific research projects connected with "Environment", "Nutrition", "Diseases", "Medication" and "Genetics".

# **ARTICLE 3**

## Section 1 - MEMBERSHIPS

- (1) Membership shall be open to all persons, 10 years or over, wishing to associate themselves with the hobby and shall consist of four categories as follows: "Senior" (adult), "Junior", "Corresponding" and "Honorary". Senior and Junior members shall be termed "regular" members.
- (2) Membership in another society will NOT affect membership in this society. Any person may attend two meetings before being approached.
- (3) Any member may bring one or more guests.
- (4) Any children under 10 years of age must be accompanied by an adult who will be responsible for their supervision.

## Section 2 - CORRESPONDING MEMBERSHIP

(1) A corresponding member unable to attend general meetings, may receive all publications, notices, and newsletters which the society may undertake to publish, upon payment of an annual subscription renewable each September.

## Section 3 - HONORARY MEMBERSHIP

(1) May be conferred by the Executive Committee and shall be limited to persons who, in the opinion of the Executive Committee, have rendered the society some outstanding service. They shall be exempt from the payment of dues.

## **ARTICLE 4**

### Section 1 - OFFICERS

(1) All prospective officers of the society must be duly nominated, seconded and elected annually by the 'regular' membership and must be at least 18 years of age before holding office. The slate of prospective officers shall be made known to the membership, with an opportunity for additional nominations from the floor, at least one meeting before the meeting at which the election is held.

(2) The officers of the society shall consist of a "President", "Vice-President", "Second Vice-President", "Secretary" and "Treasurer". Officers will be elected by secret ballot at the June meeting and will hold office for a period of one year. Committee members required for certain society functions will be appointed annually by the elected officers.

(2a) While it is possible that two members of the same family may be duly nominated for different positions on the executive and stand for election, in the event of one of them being successfully elected the other will be expected to stand down from the ballot. Should no other candidate be willing to run for the second position, the original nominee, (in spite of 2 members of the same family being on the executive), may be asked to serve in that position pro term until a suitable candidate is found. (Wherever possible, consistent with being able to continue the operation of the society, the greatest diversity of input is desirable on the executive and this would normally be enhanced by representatives from different families.)

(3) The officers of the society shall attend to all matters and business concerning the general welfare of the society.

(4) The officers of the society shall be empowered to approve expenditures without approval of the general body.

(5) Any selected member of the executive who fails in his responsibilities and duties may be removed from office at the request of the remaining executive with a vote of the regular membership by a 2/3 majority of the members present.

## Section 2 - DUTIES OF THE OFFICERS

(1) The PRESIDENT shall officiate at all meetings of the society and shall guide and generally direct the affairs of the society for the best interests of the society and the hobby in general. He shall also be an ex-officio member of all committees and may countersign disbursement cheques.

(2) The VICE-PRESIDENT shall take over and substitute for the President when he/she is unable to attend.

(3) The 2nd VICE PRESIDENT'S duties shall be determined by the executive as a whole.

(4) The SECRETARY shall record the minutes of the society at "regular" and "executive" sessions. These minutes are to be recorded in a permanent book. Be responsible for reading the minutes of previous sessions. Receive mail and reply to same submitting a photo copy of each and every correspondence to the Executive body for approval and filing. The Secretary may also countersign disbursement cheques.

(5) The TREASURER shall receive all dues and monies of the society and shall deposit same in the society account at a chartered bank and shall disburse them only on the approval of the society's officers. All cheques are to be signed by any two of the following officers: President, Secretary or Treasurer. In the event that any two of those members are from the same family, only one of them may sign cheques. The executive will appoint another member, from among the remaining members of the executive, to be listed at the bank for the third signature for as long as the condition applies. The treasurer shall maintain a complete record of all financial transactions and be prepared to report the same at all executive sessions. He shall also be responsible for compiling an Annual Financial Report to be submitted to the general membership at the end of the fiscal year.

(6) There shall be an annual audit of the financial records of the society.

(7) Should the club (The St. Catharines & Area Aquarium Society) dissolve, monies, (after outstanding expenses are paid) would be donated to the Niagara Peninsula Children's Centre.

## Section 3 - EXECUTIVE SESSIONS

(1) The Executive Committee of the society may hold a minimum of one meeting each month at a time and a place to be decided by the Committee.

(2) Three members shall constitute a quorum at all Executive Sessions.

(3) All matters of the Executive body shall be decided by a majority vote. In the event of a tie vote, the President has a deciding vote in excess of his original vote.

(4) A member of the Executive Committee absent without just cause from three consecutive Executive sessions shall cease to be a member of the Committee and his position opened for re-election.

(5) No elected society officer may hold office in any other tropical fish society, other than the Canadian Association of Aquarium Clubs. (C.A.O.A.C.)

## **ARTICLE 5**

### Section 1 - COMMITTEES

(1) All Committees will be responsible to the elected bodies.

(2) Committees will be appointed by the elected body and will continue in office until their respective successors are appointed.

### Section 2 - COMPOSITION OF COMMITTEES

(1) PROGRAM COMMITTEE

Shall be composed of one or more members who will act on behalf of the society in all matters pertaining to programs at "general meetings".

(2) SHOW COMMITTEE

Shall be composed of one or more members who will act on behalf of the society in all matters pertaining to "Shows" held by the group.

(3) AUCTIONEER/S COMMITTEE

Conducts the mini-auctions at each club meeting, and with the help of other club members, delivers the item/s to the highest bidder/s and obtains cash payment at that time. The cash is then delivered to the treasurer by the above-mentioned club members and where necessary, change is tendered.

(4) AUCTION COMMITTEE

Holds the sellers' list/s until and while the auction is in progress, marking down the highest bids on the appropriate sellers' list/s. At the end of the auction, the lists are handed to the treasurer so that he/she is able to pay the sellers' portion of the bid to each seller at the end of the auction. The lists are kept by the treasurer for future reference.

(5) JAR SHOW COMMITTEE

Conducts the Jar Show, obtains a suitable judge each month, presents the awards to each winner, and keeps a record of the points obtained by each entrant for the end of the year presentations. Results are given to the newsletter editor monthly, for publication.

(6) MEMBERSHIP COMMITTEE

Keeps an up to date record of all memberships. Issues receipts and membership cards to new members upon completion of each membership form and payment of appropriate dues. Delivers monies to the treasurer when memberships are accepted. Makes sure that an up to date list is issued to the President and committee heads as needed. Membership lists are not to be provided to anyone else either by the Membership Committee and/or any other Committee.

(7) BREEDERS AWARDS COMMITTEE

With the help, when needed, of other members, checks on all breedings. Keeps an up to date record, both in name and points, of all breedings, forms submitted, and awards presented. Checks periodically for members qualifying for club and C.A.O.A.C. awards. Makes sure that each breeder meets the requirements necessary for approval and presents awards at each meeting. Takes care of providing certificates for the club awards. Makes recommendations to the executive for appropriate changes to the program.

(8) LIBRARY COMMITTEE

Keeps an up to date record of all holdings and loans. Checks to see that books are returned each month, with appropriate action taken to retrieve overdue books, etc. With approval from the executive, makes purchases for addition to the library. Presides over the library display each month, to ensure that books are not taken from the display table unless signed out by members only.

(9) AQUATIC HORTICULTURE AWARDS COMMITTEE

With the help, when needed, of other members, checks on all plant propagations. Keeps an up to date record, both in name and points, of all propagations, forms submitted and awards presented. Checks periodically for members qualifying for club and C.A.O.A.C. awards. Makes sure that each breeder meets the requirements necessary for approval and presents awards at each meeting. Takes care of providing certificates for the club awards. Makes recommendations to the executive for appropriate changes to the program.

(10) C.A.O.A.C. REPRESENTATION COMMITTEE

Attends monthly C.A.O.A.C. meetings, places any necessary votes on the club's behalf, and takes notes in order to report highlights at the monthly club meetings. When unable to attend, a substitute may be provided.

(11) PUBLICITY COMMITTEE

Places as many advertisements/posters, etc., in magazines, newspapers, stores, etc., as possible to ensure maximum visibility of club events. Makes use of free advertising. Paid advertising must be o.k'd. by the executive committee.

(12) RAFFLE COMMITTEE

Takes care of all raffles at club events and returns monies collected, each month, to the treasurer.

(13) PROGRAM COMMITTEE

As outlined above, presently published in the C&B. Plus ensures that payment of speakers is made in keeping with club policy (\$50 basic, plus \$10.00 for each hour travel time).

(14) REFRESHMENT COMMITTEE

Provides and presides over refreshment table at events, returning monies, in excess of expenditures, to the treasurer.

(15) ARCHIVIST COMMITTEE

Keeps all past newsletters and other club documents on file for reference purposes when needed.

(16) WAYS AND MEANS COMMITTEE

Takes care of communications with manufacturers to try to obtain product donations to use for money-raising efforts at auctions, raffles, etc.

(17) F.A.A.S. DELEGATE COMMITTEE

Keeps the F.A.A.S. binder up to date and provides the editor with any information, that is of use to the membership, for publication in 'THE SCAT'. Makes reports as necessary. (Applies only when F.A.A.S. membership is held by the S.C.A.A.S.).

(18) SHOW COMMITTEE

As outlined above. BEGINNING 1998-1999, the Editor's position became a committee.

(19) EDITOR'S COMMITTEE

Publishes and mails a monthly newsletter, 'THE SCAT' furnishing club members with as much club information and up to date news as possible, along with original and reprinted articles deemed of interest. Mails the newsletter in sufficient time (10 days before the next meeting) to be received during the week prior to the meeting dates.

(20) SPECIAL FUND RAISING COMMITTEE

Raises funds over and above monies raised at meetings and shows.

## **ARTICLE 6**

### **Section 1 - DUES**

(1) The annual dues for members shall be:

Single adult members	\$20.00
Family	\$25.00
Junior, 16 yrs. of age and under, Student with card, Senior Citizens	\$10.00

(2) Annual dues for corresponding members will be \$15.00 per person per year.



(3) Non-payment of dues by a member after three months, shall be considered equivalent to a resignation. After notice from the Secretary/Membership chairperson, his/her name shall be erased from the roll.

(4) Members who join for a portion of a year will pay a portion of the dues for the months remaining in the club year, (e.g.) a person joining in April will pay 3/10ths of the normal dues for the whole year.

## **ARTICLE 7**

### Section 1 - MEETINGS

(1) The fiscal year of the society will start in September and end in June.

(2) The society will hold their meetings on the first Monday of each month, except when that date is a legal holiday, at which time the meeting will be held on the second Monday of the month.

## **ARTICLE 8**

### Section 1 - AMENDMENTS

(1) Amendments to this constitution may be proposed by any "regular" member at a "general meeting" under "new business". A notice of motion in writing must be filed with the Secretary at the meeting at which the motion is made, one month prior to the meeting at which the motion is voted on.

(2) Any motion for constitutional amendments passed will take effect immediately.

(3) All constitutional amendments will require a 2/3 "yes" vote of all "regular" members present at the meeting at which the motion is voted on.

## **ARTICLE 9**

### Section 1 - LOSS OF MEMBERSHIP

(1) Members whose dues are unpaid in three months after due notification, cease to be members at the next meeting.

(2) Resignation from the Executive Committee should be given in writing. A vote of the Committee will govern the action taken and recorded.

(3) Any member ceasing to be a member of the society forfeits all interests in or claims to the rights, privileges and properties of the society.



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**BY-LAWS**

# BY-LAWS

1. No person belonging to the society may submit the name or address of any other society member to any commercial house for any reason.
2. Any "regular" member so desiring may attend any Executive Session. "Regular" members may take part in business discussions and may offer helpful suggestions, but may not make motions to or vote with the Executive Committee.
3. Any fish exhibited or shown by a club member at any society show (other than an open show) must have either been bred by the member or have been in his possession for at least one month.
4. It is the mandate of the St. Catharines & Area Aquarium Society that when sufficient funds and volunteers are available, the society will endeavour to offer club sponsored services such as placement of tank displays, donations, informational programs, etc., wherever interest may exist within the community. All club sponsored services are first subject to approval by the current executive and/or the general membership.



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**POLICY**  
**STATEMENTS**

## POLICY STATEMENTS

Policy statements may include practices considered desirable for the society but which, as yet, do not have the force of by-laws. A policy statement, since it does not constitute an amendment to the constitution and by-laws, may be added at any time by unanimous agreement of the executive.

1. In order to avoid the conflicts of interest that may arise, hobby-related business owners and members of their immediate families should be discouraged from running for executive (voting) positions only. This would not apply to appointed committee positions.
2. Extraordinary expenditures of \$20 or less may be paid by the treasurer as petty cash, providing they are legitimate and appropriate and are accompanied by receipts. Extraordinary expenditures in excess of \$20 must be approved by vote of the executive to authorize payment.
3. It would appear that the club policy for honorariums was not official before this. Speakers were asked what they wanted and it was decided whether to accept it or not. Usually o.k'd. Honorariums: club policy is now that the speaker is told what club policy is, but if he has a set amount, then it is decided on as above. The policy now is that the Honorarium starts at \$50 and add \$10 for every half hour of travelling time, both ways.
4. The club's Past President, if he/she sees fit to attend any executive meeting of the Society, shall, in keeping with past practice, be extended the courtesy of a vote on executive matters. Past President is to be defined as the most recent former president who completed at least one full term in that position (April, 2014).