

Constitution of the Ottawa Guitar Society

Article 1

Name and Purpose

1. This society is a non-profit and non-commercial association of persons interested in the guitar. It shall be known as the Ottawa Guitar Society.
2. The Society's purpose is to foster understanding, appreciation and the study of the guitar, and to bring together all those who desire to further these aims.

Article II

Membership

1. Any person is eligible for membership in the Society.
2. Any person who is distinguished in the field of guitar, or who has performed outstanding service for the Society, may be proposed by any member in good standing as an Honorary Member of the Society. The proposal shall be subject to approval first by the Executive Board, and then by the general membership at the Annual Meeting, at which a majority vote will prevail.

Article III

Meeting

1. The Annual Meeting of the Society shall be held during the month of April or May. This meeting shall be valid only if 15 or more members are present. At this meeting, Officers of the Society shall be elected, the annual financial statement shall be presented and any other business carried out. Any question, business or point of controversy may be raised by any member, on which members shall vote by a show of hands or by ballot, if requested. Notice of the Annual Meeting shall be mailed to members at least two weeks in advance of the chosen date.
2. Special Meetings may be called at the direction of the Executive Board upon on week's notification to the membership. The Executive Board shall call a Special Meeting at the request of fifteen or more members. Society business may be transacted at these meetings when not fewer than fifteen members are present.
3. A member who is unable to attend a meeting may delegate his vote by proxy to another member, in writing.
4. The authority on procedural matters at meetings shall be 'Roberts Rules of Order'.

Article IV

Executive Board

1. The Executive Board shall consist of three officers (President, Secretary and Treasurer) and four Directors of Activities. All of these shall be members in good standing of the Society.
2. The Board shall be responsible for planning the activities of the Society, and for transacting all the Society's business except the election of Officers, election of Honorary Members, and approval of changes and amendments to the Constitution. Four members shall constitute a quorum for meetings of the Board.
3. The President shall be elected for a one year term. All other members of the Executive Board shall be elected in alternate years. Two Directors of Activities shall be elected annually.
4. Should a vacancy occur on the Executive Board, due to any cause, the remaining members of the Board are empowered to nominate a member to fill the vacancy until the next Annual Meeting.
5. Any Society member may bring any business he wishes to the attention of the Board, either by letter or by appearing in person at a meeting of the Board.

Article V

Duties of the Officers and Directors of Activities

1. The Officers of the Society shall be a President, Treasurer and Secretary.
2. It shall be the duty of the President to preside at meetings of the Society and the Executive Board; to enforce observance of order and the Constitution of the Society; to appoint tellers at elections and inspect and announce the results of balloting; and to provide such leadership as may be appropriate to the welfare of the Society.
3. The Secretary or Treasurer shall perform the duties of the President in absence of the latter, and undertake any other executive tasks as the President may designate. The order of precedence shall be first Secretary, then Treasurer.
4. The Secretary shall keep the minutes of meetings, receive and answer communications, issue all necessary notices, and preserve the records of the Society.
5. The Treasurer shall collect the dues and other monies owed to the Society and disburse the Society's funds as directed by the Executive Board. He shall make reports to the Board at their regular meetings and/or at such other times as the Board may direct. He

shall keep a bank account in a chartered bank and keep a set of books. An audit of his accounts shall be made annually at the direction of the President. The Treasurer's report shall be approved by a 2/3 majority vote at the Annual Meeting.

6. Cheques and other financial obligations of the Society must be signed by two Officers of the Society, preferably the President and Treasurer.

7. Directors of Activities shall perform those functions as may be required by the Executive Board from time to time.

Article VI

Committee

1. Such committees as may be needed shall be appointed by the Executive Board to assist in the Society's affairs. The President shall be an ex-officio member of all committees.

2. The actions and durations of all committees are subject to review and approval by the Executive Board.

Article VII

Membership Dues

1. Dues are \$4.99 for members and \$6.00 for family membership, payable in advance for a 12 month period. A family membership shall entitle its holders to no more than the rights of a single member in respect of voting rights or membership on the Executive Board.

2. Honorary Members of the Society shall not be required to pay dues. Honorary Members shall enjoy all privileges of membership excepting the right to vote and hold office.

3. Written notice shall be issued of the annual dues owed by members. If payment is not received within one month a second notice shall be issued. One month after the second notice, delinquent members shall be dropped from the Society's rolls, except in such special cases as the Executive Board may approve.

Article VIII

Constitution

1. This constitution of the Society was accepted at the meeting held on May 16, 1970, by more than 2/3 of the votes of the members present
2. The constitution of this Society may be changed or amended at Annual or Special Meetings of the Society by a 2/3 majority of the votes of the members present.

(This constitution was originally accepted with a majority vote during a meeting on May 16th, 1970. For purposes of both a digital archive, and the ability to add future amendments, it was retyped word-for-word, as it originally appeared on June 9th, 2016 by Zak Pleet, OGS President)