

THE FRIENDSHIP FORCE LETHBRIDGE CLUB BYLAWS (2025)

1. Description

1.01 The name of the organization shall be The Friendship Force of Lethbridge Club, hereinafter referred to as the Club.

1.02 The Friendship Force is a private, non-profit organization whose purpose is to create an environment where personal friendships can be established across the regional, national and international barriers that separate people. The organization promotes friendship and goodwill through regional, national, and international home stay journeys

1.03 The Friendship Force motto is: "A World of Friends is a World of Peace."

2. Membership

2.01 Any person who supports the objectives of the Club and the purpose of Friendship Force, and who is willing to pay the required annual dues and abide by these bylaws is eligible for membership. A person will be deemed to be a member in good standing after having completed a membership process and paid the annual dues. Only members in good standing shall be entitled to vote at meetings of the Club.

2.02 The term of Club membership shall be the calendar year.

2.03 Members may resign at any time by written notice to the President, or by not renewing membership at year end.

2.04 A member may be expelled from the club for conduct and behaviour considered not in the best interests of the club. They may be expelled at a general meeting in which a quorum of 50% of membership are in attendance (in person or via electronic means) and a majority vote of 75% approval.

3. Club Meetings

3.01 Meetings of the Club shall be held on a regular basis or as deemed necessary by the Board.

3.02 Members shall be entitled to email notification for meetings:

- a) Eight (8) days notice of all General meetings
- b) Fourteen (14) days notice for Annual General Meetings
- c) Fourteen (14) days notice for Special meetings of the Club

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3.03 A quorum for Club meetings shall be 25% of the current membership and voting at a meeting at which a quorum is present shall be by simple majority. For a change in bylaws or special resolution a quorum of 50% of the membership with 75% approving the change.

3.04 The Annual General Meeting of the Club shall be held during the month of October or November each year at a time and place to be designated by the President. Notice of this meeting shall be given to each member at least fourteen (14) days prior to the meeting and shall include the report of the Nominating Committee.

3.05 The order of business at the Annual General Meeting shall be:

- a) Approval of the Agenda
- b) Approval of the minutes of the last Annual General Meeting
- c) Presentation of financial report (audited report will be presented in January or February)
- d) Appointment of an Auditor(s)
- e) Presentation of the budget by the Treasurer for the upcoming year
- f) Setting annual membership fees
- g) other business, including approval of banking facilities and designation of signing authorities
- h) Presentation of written annual reports by the President and all Committee Chairs
- i) Special resolution, including, when necessary, amendments of the policies, procedures and bylaws
- j) Election of officers and standing committee chair people

3.06 Candidates for elective Club offices shall be members in good standing and shall be elected for a term of one (1) year. Officers and standing committee chair people may succeed themselves one (1) time in their office. If the need arises, as determined by the Board, an elected officer may serve an additional one (1) year term.

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4.00 The Board of Directors

4.01 The affairs of the Club shall be managed by the Board, which shall function within the provisions of these bylaws and in accordance with the objectives of the Club.

4.02 The Board shall consist of the following:

a) The Executive (the table officers of the Club: President, Vice-President, Secretary and Treasurer)

b) The Standing Committee Chair people of communications and activities

c) The Immediate Past President

d) The Coordinator of Club Journeys

e) The current Host and Ambassador Journey Coordinators

4.03 Members of the Board are responsible for formulating and overseeing the implementation of policies consistent with the purpose of the Club, and ensuring that those policies meet the objectives of the Club as per the following “List of Objectives.”

a) To provide leadership and support for the cultural journey program

b) To promote the purpose, of Friendship Force through educational and cultural means

c) To increase awareness by disseminating Friendship Force information to club members and the community at large

d) To recruit new members and maintain an active membership file

e) To assemble and retain pertinent records for use in assisting Journey Coordinators

4.04 No members of the Board shall receive any remuneration from the club other than reimbursement for reasonable expenses authorized by the Board incurred while carrying out duties on behalf of the Club.

4.05 In the event that a position becomes vacant the Board may appoint an interim member for the balance of the term, until the next Annual General Meeting.

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4.06 A Board member may be removed from office if they are unable to fulfill their responsibilities of the job they have been appointed/elected to do.

5. Officers' Responsibilities: See Club Guidelines for additional information

5.01 The President shall:

- a) Preside at all meetings of the Club and the Board
- b) Serve as liaison with other clubs and with Friendship Force International, hereinafter referred to as FFI
- c) Serve as official spokesperson for the Club
- d) Exercise all powers and perform all duties normally incident to the office
- e) Submit year end report to FFI as required
- f) Be ex-officio member of all committees

5.02 The Vice President shall:

- a) Perform all duties and responsibilities of the President in the absence of the latter
- b) Perform such other duties as the Board may authorize
- c) Serve as chairman of the Membership committee
- d) Be responsible for program of general meetings
- e) Send names of guests with contact information to secretary

5.03 The Secretary shall:

- a) Record and distribute the minutes of each meeting of the Club and of the Board
- b) Provide the President with a copy of the minutes of each such meeting
- c) Submit all records of the Club and Board Meetings to webmaster for retention on the website

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- d) Handle all correspondence of the Club as directed by the President
- e) Issue all official notices

5.04 The Treasurer shall:

- a) Pay bills and expenses upon receipt of proper documentation
- b) Collect all monies due the Club and issue receipts for same
- c) Deposit all Club funds in a bank or financial institution authorized by the Board and ratified by the membership at each Annual General Meeting
- d) Keep the books and accounts of the Club
- e) Present a Treasurer's report to all meetings of the Club and the Board, with a copy for the Secretary
- f) Submit all payments to FFI as required
- g) Conduct training sessions with Journey treasurers
- h) Prepare the books for an annual audit for presentation in January or February
- i) Prepare a budget for the upcoming year to be presented at the Annual General Meeting
- j) Perform necessary obligations as required of the Societies Act and inform the Executive of any extraordinary requests that may be required of the Club as a result of its Society Status.

5.05 The Immediate Past President shall:

- a) Serve in an advisory capacity to the President, and as a resource person to the Board
- b) Act as the chairman of the Nominating Committee, consisting of at least 3 members
- c) Arrange for yearly review and revision of manuals, policies and procedures, and bylaws

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5.06 The Club Journey Coordinator shall:

a) Act in an advisory capacity for the inbound and outbound journeys and in a supporting role to Host and Ambassador Journey Coordinators

6.00 Standing Committees

6.01 a) Membership Committee shall be chaired by the Vice President.

b) Activities Committee shall be responsible for social events.

c) Communications Committee shall be responsible for media publicity, and provide summary of yearly activities for FFL website

6.02 Each standing committee Chairperson may appoint members to his/her committee and shall provide the secretary with their names. Each Chairperson as required shall report to every Board and general meeting, and shall present a year end report to the Annual General Meeting.

6.03 Ad Hoc Committees may be appointed by the executive and the Chairperson will attend Board meetings at the invitation of the president. These committees are automatically dissolved after a final report has been presented to the Board and the membership. (e.g. Journey Committees)

6.04 Webmaster – appointed by the Board from volunteers to be responsible for development and maintenance of website as well as to archive club information.

7.00 Finances

7.01 The Board shall select the bank or financial institution in which all monies received by the Club shall be deposited. This shall be ratified annually by the members at the Annual General Meeting.

7.02 Signing authorities for the Club shall be any two of the positions of the President, Vice President, Secretary and Treasurer who shall sign all legal documents on behalf of the Club.

7.03 The fiscal year shall be January 1 to December 31 each year.

7.04 An annual audit will be conducted by a qualified accountant or two members of the Club for presentation in January or February.

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7.05 The yearly membership dues of the Club shall be established at each Annual General Meeting and due prior to January 1 for the upcoming year.

7.06 The Club will not be authorized to borrow money.

8.00 Amendments.

In the future the bylaws can only be changed by a special resolution of the members. A quorum of 50% of the membership in attendance or via electronic attendance is required. A minimum of 75% of members present must vote in favour of the special resolution. Notice and a copy of the amendments must be given at the previous meeting of the Club or sent to each member at least fourteen (14) days prior to the meeting.

9.00 Inspecting Books and Records

Members in good standing have the right to inspect books and records after giving the President, Secretary or Treasurer at least 48 hours notice and agreeing on a mutually acceptable time and place.

10.00 Rules of Order

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

11.00 Company Seal

The Club will not have a company seal.

12.00 Dissolution.

In the event of the dissolution of this Club, all of the assets of the Club shall be distributed to a charitable foundation registered with Revenue Canada or to another Canadian Friendship Force Club. The selection of the recipient shall be made at a meeting of members in good standing.

Reviewed: March 2023 Approved: Nov 23, 2023

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