

CONSTITUTION
as amended 24 November 2003

GENERAL

1. The name of the organization shall be the

PENINSULA FIELD NATURALISTS CLUB,

hereinafter referred to as the Club.
2. The head office of the Club shall be in the Niagara Peninsula.
3. The objectives of the Club shall be:
 - a. to preserve wildlife and protect its natural habitat;
 - b. to promote a public interest in and a knowledge of the natural history of the area, for a better understanding of the value of our heritage in nature;
 - c. to promote, encourage and co-operate with organizations and individuals having similar interests and objectives.
4. The Club shall be operated without the purpose of gain for its members and any profits or accretions to the Club shall be used in promoting its objectives.
5. The financial year shall be the calendar year.
6. Programs of the Club shall include for the education and enjoyment of the members and guests and for the furtherance of the Club's objectives:
 - a. indoor meetings;
 - b. outings and field trips, arranged and conducted by capable leaders;
 - c. newsletter;
 - d. submissions to government or other organizations on topics relevant to the Club;
 - e. other programs within the objectives of the Club.

MEMBERSHIP

7. Subject to the approval of the Executive, any individual, family, organization or corporation may become and remain a member.
8. Each member is entitled to receive upon request a copy of the Club's Constitution and to participate in all membership programs.
9. Dues shall be payable by a new member immediately upon approval of application for membership, and shall be payable by a renewing member by the general meeting of January of each year.
10. a. There shall be an Annual General Meeting of the Members during the month of November each year, at which time the nominating committee will propose a slate of officers for the ensuing year. At this meeting, further nominations will be accepted from the floor. Should any position(s) on the board be contested, an election will be held by

secret ballot immediately following the close of nominations. Any consenting nominee must be a member in good standing. The membership shall be advised in writing that the nomination and election of the Executive for the ensuing year will take place at the general meeting in November.

b. General meetings of the members shall be held at least once a month in at least the months of January, February, March, April, September, October and November of each year.

11. Each individual, organization and corporate membership shall be entitled to one vote and each family membership shall be entitled to two votes at all membership meetings, provided that a person must be at least fifteen years of age to vote.

COMMITTEES

12. The Club shall have the following **Standing Committees** with the following objectives, and the Executive shall appoint the Chairperson of each:

- a. **MEETINGS PROGRAMME COMMITTEE** - which shall plan and organize meeting programmes, including arranging for speakers.
- b. **OUTINGS COMMITTEE** - which shall plan and organize outings and field trips, including arranging for leaders.
- c. **ENVIRONMENTAL COMMITTEE** - which shall monitor environmental issues and propose any appropriate responses, submissions or intervention by the Club.
- d. **PUBLIC RELATIONS COMMITTEE** - which shall carry out various public relations programmes on behalf of the Club.
- e. **NOMINATING COMMITTEE** - consisting of three (3) members, all appointed by the Executive, including the Immediate Past President of the Club, who shall be the Chairperson, and which shall obtain and present at the Annual Meeting, a slate of nominations for the Executive for the coming year.
- f. **WELCOMING COMMITTEE** - which shall welcome new members and visitors at Club functions.
- g. **NEWSLETTER COMMITTEE** - to be chaired by the Editor, which shall be responsible for publishing the Club Newsletter.
- h. **SOCIAL COMMITTEE** - which shall obtain and arrange for the serving of refreshments at the general meetings and the Annual Meeting.

13. The Executive may create and disband *ad hoc* committees, establish their objectives, and

appoint their chairperson and other members.

EXECUTIVE

14. The Executive shall consist of:
 - a. **PRESIDENT**, elected for a two (2) year term, who shall be an *ex officio* member of all Committees, and who shall call and chair all meetings of the Executive.
 - b. **VICE-PRESIDENT**, elected for a two (2) year term, who shall act in the place of the President when the latter is unable to do so.
 - c. **PAST PRESIDENT**, who shall be the immediate past President.
 - d. **SECRETARY**, elected for a two (2) year term, who shall prepare and distribute the minutes of each Executive meeting no later than fourteen days after each such meeting.
 - e. **TREASURER**, elected for a two (2) year term, who shall maintain the financial books and records of the Club, present financial statements to the Directors at least four (4) times per year, and present the audited financial statements to the members at the Annual Meeting.
 - f. **MEMBERSHIP SECRETARY**, elected for a two (2) year term, who shall enrol members and maintain membership records.
 - g. Three (3) **DIRECTORS**, elected every second year in the even years.
 - h. Three (3) **DIRECTORS**, elected every second year in the odd years.

15. The Executive may by ordinary majority vote appoint and terminate officers who are not members of the Executive, and establish their duties and terms of office. Without restricting the generality of the foregoing, the Executive may appoint the following:
 - a. **NEWSLETTER EDITOR** to publish a Club Newsletter;
 - b. **AUDITOR** to audit the books and accounts of the Club;
 - c. **ARCHIVIST** to collect material relevant to the Club;
 - d. **HONOURARY PRESIDENT**.

16. The Executive shall:
 - a. direct and manage the affairs of the Club;
 - b. control the distribution of the Club funds;
 - c. appoint three signing officers, all of whom are on the Executive and one of whom is the Treasurer. Two signatures are required on cheques.
 - d. set the membership dues.

17. The Executive may fill by appointment any vacancy occurring in the Executive for the

- balance of the term.
18. Intentionally deleted.
 19. The President has the discretion to call meetings of the Executive provided at least seven (7) days notice is given. Upon the written request of at least three (3) members of the Executive, the President shall call a meeting of the Executive, giving at least seven (7) days notice.
 20. At any Executive Meeting, five (5) members of the Executive shall constitute a quorum and only members of the Executive shall vote.
 21. The Constitution shall be amended as follows:
 - a. Any member may submit a written proposed amendment to the Executive;
 - b. The Executive shall cause the proposed amendment to be published in the Club Newsletter;
 - c. The proposed amendment shall be voted upon at the next members meeting after such publication which at least thirty (30) members are present;
 - d. If the proposed amendment is approved by two-thirds of the votes, then it shall be adopted.

We, the undersigned, do hereby certify that this Constitution with 21. D. clauses, as amended, was duly passed by the General Membership on this twenty-second day of November in the year 1993.

Original signed by -

Marcia Jacklin	President
Ana-Lorraine Stirling	Vice-President
David Moore	Secretary
Catherine Smith	Treasurer