



Saskatchewan Goat Breeders Association  
DAIRY • MEAT • FIBRE • PET

## Official By-Laws





# Saskatchewan Goat Breeders Association

DAIRY • MEAT • FIBRE • PET

## **Article 1. NAME**

The name of the association shall be the Saskatchewan Goat Breeders Association Incorporated and may be referred to as the SGBA or the SGBA Inc.

## **Article 2. MISSION STATEMENT**

**The Objectives of the Saskatchewan Goat Breeders Association Incorporated are to:**

- a) Provide and circulate sound information about goats.
- b) Encourage the improvement and development of all goat breeds.
- c) Provide publicity and service to the goat industry.
- d) Encourage and promote the expansion and development of the chevon, milk, fiber, soap and byproduct goat industries.
- e) Provide a voice for the goat industry with the Federal and Provincial Governments.
- f) Promote harmony and communication within all areas of the goat industry.



# Saskatchewan Goat Breeders Association

DAIRY • MEAT • FIBRE • PET

## **Article 3** MEMBERSHIPS

### **1. Classes of Memberships**

#### a) Annual Members

Annual members shall be goat breeders over the age of eighteen (18) years who are residents of Saskatchewan and who pay the annual membership fee to the SGBA. They shall have one (1) vote per membership and shall be entitled to one (1) copy of the publication subscribed to by the SGBA. Annual members who are under the age of eighteen (18) receive all of the above, except one (1) vote.

#### b) Family Members

Family members shall be defined as two (2) persons over the age of eighteen (18) who reside at the same address within the province of Saskatchewan. Family memberships shall have two (2) votes, one (1) vote for each person and they shall be entitled to one (1) copy of the publication subscribed to by the SGBA.

#### c) Associate Members

An associate member shall be defined as a person who resides outside the province of Saskatchewan and pays a membership fee to the SGBA. Associate members will receive all the benefits of a membership, however, are not entitled to vote and shall not receive a copy of publication subscribed to by the SGBA.

**Article 3. MEMBERSHIPS**

**2. Members Rights and Responsibilities**

- a) Application for membership shall be made to the Treasurer of the SGBA or any SGBA Board Member with the required dues payable on application. Annual fees are due on or before January first of each year. Members in arrears shall be stricken from the membership list on January 30th.
- b) A member in good standing is a member who is not in arrears of membership or other monies or dues or is not suspended. Members in good standing may vote at meetings, make motions to amend bylaws and be elected to hold office.
- c) Directors of the SGBA shall be responsible to provide access to the by-laws of the association to all members by ensuring that they are posted on the SGBA website and are maintained in a current state. And further, that a copy will be provided to any member upon written request. Directors shall receive a copy of the bylaws upon obtaining a seat on the Board of Directors.
- d) Members in good standing may attend any Board of Directors meeting but may not participate except by special request to address a special issue. Members do not have a vote and may be asked to leave the meeting should the Board need to go in camera for discussion of special issues. Members wishing to attend a directors meeting under the provisions of this clause must so advise the President and/or Secretary in writing of their intentions.
- e) The financial liability of the members of the SGBA shall be limited to the membership fees and any money or goods in his/her care belonging to the SGBA.



# Saskatchewan Goat Breeders Association

DAIRY • MEAT • FIBRE • PET

## **Article 4. OFFICE OF THE SGBA**

The home office of the SGBA shall be at the home of the Secretary or as the Board of Directors may otherwise determine.

## **Article 5. FISCAL YEAR**

The fiscal year of the Saskatchewan Goat Breeders Association Incorporated shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **Article 6. MEETINGS**

- a) The Annual General Members Meeting shall be held in the spring of each year within four (4) months of the end of the fiscal year, at a time and place to be determined by the Board of Directors. Notice of the meeting must be given to the members at least thirty (30) days before the meeting.
- b) A semi-annual Members General Meeting shall be held in the fall if deemed necessary by the Board of Directors. This meeting will be held about six (6) months after the Annual General Meeting, at a time and place to be determined by the Board of Directors. Notice must be given to the members at least thirty (30) days before the meeting.
- c) The Annual General Meeting shall be at a location determined by the Board.
- d) Any Board of Directors meeting may be held by electronic mail, teleconference, or any method deemed appropriate by the Directors, except for the Board of Directors meeting held in conjunction with the Annual General Meeting for election of officers which must be an in house meeting.
- e) The number of Board of Director Meetings shall be determined by the Board.
- f) Notice of a Board of Directors Meeting must be given at least ten (10) days before the meeting unless there is agreement by the Directors to do otherwise because of some pressing issue.
- g) Any member of the Board of Directors may call a board meeting to discuss special concerns or issues. In conference with the President, the time, place and format of the meeting shall be determined. Notice of the meeting must be given all directors at least ten (10) days before the meeting except as outlined in paragraph (f) above.

**Article 7. BOARD OF DIRECTORS**

- a) The Board of Directors of the SGBA shall consist of nine (9) members who shall be elected by the members of the association. Directors shall be elected for three (3) year terms with one third of the Board running for re-election each year beginning in 2005. No member shall sit on the Board of Directors for more than six (6) consecutive years. A member may run for election after having sat out for one (1) year. In the event that a Director cannot complete a term, the person on the ballot list with the next largest number of votes shall be asked to complete the term. If the person from the ballot is not willing to take the position or if there is no such person the Board of Directors may by unanimous decision appoint a temporary director to fill the position until the next election.
- b) The Officers of the Board of Directors of the SGBA shall be the President, Vice-President, Secretary and Treasurer who shall be elected annually by the Board of Directors at a Board Meeting to be held before the Annual General Members meeting at a time and place to be determined by the Board as a whole. No Officer shall hold office for more than six (6) consecutive years. Officers shall assume their duties immediately after the Board of Directors Meeting at which they were elected.
- c) No member of the Board of Directors shall accept payment in the form of wages or honoraria for any services without an express motion to do so from the members at a Members Annual General Meeting. The Board of Directors may pay out of pocket expenses if the amount has been pre-determined by the Board.



**Article 7. BOARD OF DIRECTORS**

- d) The Board of Directors shall set up committees as are deemed necessary to conduct the business of the SGBA. Such committees may be: Bylaw Committee, Fund Raising Committee, Marketing Committee, Nomination Committee, Show Committee, and any others as may be required from time to time. A Member of the Board of Directors shall chair each committee and shall ask two (2) members in good standing to sit on the committee. The President shall be deemed a member of each and every committee but will not be required to attend every meeting, but rather shall act as overseer of all committees.
- e) The Board of Directors shall adopt rules and regulations as required to conduct the business of the SGBA, and shall set fees, and determine how the business of the SGBA is to be conducted on a daily basis.
- f) Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business at a Board Meeting. Should a quorum not be present, business may be conducted but members of the Board not present, shall be asked to vote on the business and it will not be in effect until passed by a majority.
- g) The Board of Directors shall open bank accounts which will be overseen by the Treasurer. The Treasurer shall give detailed accounting of financial transactions and shall have the books available for perusal at all Annual General Member Meetings. The books must be made available to any member of the SGBA who wishes to see them at a time and place convenient to the Treasurer, but within ten (10) days of the request.



**Article 7. BOARD OF DIRECTORS**

- h) The financial records of the Saskatchewan Goat Breeders Association must have a year end audit or be reviewed by someone other than the Treasurer or other Board Member. A motion passed at the Annual General Members meeting or at the Semi-Annual General Members Meeting (if called) shall grant the Board of Directors permission to appoint an auditor or reviewer.
- i) The President shall preside over all meetings but will not have a vote except to break a tie and has the options of tabling the motion or declining the motion. Should another person chair a meeting on behalf of the President this rule shall still apply.
- j) The Rules of Parliamentary Procedure found in Roberts Rules of Order shall be used as the guide for conducting SGBA Meetings.



**Article 8. ELECTION OF BOARD OF DIRECTOR MEMBERS**

- a) The Secretary shall have a list of all members posted on the SGBA website. The list shall include addresses, telephone numbers, e-mail and fax numbers, with the permission from the SGBA members.
- b) The Secretary shall have published, no later than the December issue of the Goat Keeper or whatever publication the SGBA subscribes to a request for nominations form that may be copied by members for nominating to the Board of Directors. This form will also be published on the website, from which it can be copied.
- c) Members may make up to three (3) nominations for Directors. Nomination Forms must be signed by three (3) members in good standing. The form is to be returned to the Secretary by such date as is designated by the Board.
- d) Nominees are to be notified that their names shall be included for election unless notice declining the nomination is returned within five (5) days of the nomination closing date.
- e) Two (2) members of the same household shall not hold two (2) executive positions on the Board of Directors at the same time.
- f) Should an election to fill a vacant Directors position(s) be necessary the Secretary shall mail to each member of the SGBA a return envelope marked "Official Ballot" and a voting ballot listing the nominees for Director(s). This correspondence shall also include instructions for voting for the new Board member(s) and the date the ballot must be returned as determined by the Board of Directors.
- g) The President shall appoint three (3) scrutineers to open the ballots and tabulate the results of the vote. In the case of a tie the person who has been a member of the SGBA the longest shall be declared elected.

**Article 9. AMENDING THE BYLAWS**

- a) Proposed Amendments to these Bylaws must be submitted to the Bylaw Chairperson at least sixty (60) days before the Annual General Members Meeting. The Chairperson shall ensure the amendment(s) are properly worded, legal and complete, and that the logical reasons for the proposed amendment(s) are clear.
- b) The Bylaws Chairperson shall send proposed amendments to the President and the Board of Directors at least two (2) days before it is to be discussed at a Board meeting, except in the case where there is an agreement by all board to waive this requirement as may be necessary to address specific issued in a more expedient manner.
- c) Members must be given notice of proposed changes to the Bylaws at least thirty (30) days before an Annual General Members Meeting so members may decide how to vote on the proposed amendment(s). Changes to the Bylaws can only be made at an Annual General Members Meeting and require a two-thirds vote in favor to pass.
- d) A Member in good standing may carry up to three (3) proxy votes of members in good standing plus his/her own vote to an Annual General Members Meeting. The Proxy Form shall be completed and signed by the member(s) in good standing with copies sent to the Secretary at least three (3) days before the Annual General Members Meeting.



Saskatchewan Goat Breeders Association  
DAIRY • MEAT • FIBRE • PET

**Article 10. ACCEPTANCE OF SGBA Bylaws**

The Bylaws of the Saskatchewan Goat Breeders Association Incorporated shall be reviewed by the Board of Directors on an annual basis, and be accepted as the governing rules for the SGBA with each director signifying his/her acceptance by affixing their signatures below.

The elected Board of Directors of the SGBA accept the Bylaws within this document as approved by the membership as the governing rules of the SGBA on this day \_\_\_\_\_.

SGBA

The Secretary of the SGBA Inc. shall retain the original signed copy of this document on file at the office of the SGBA.