

# **BYLAWS OF STEEP HILL FOOD CO-OPERATIVE LIMITED**

## **1. Definitions**

In these and all other bylaws of the Co-operative, unless the context otherwise requires or specifies:

- (a) "Act" means The Co-operatives Act 1966 as amended from time to time.
- (b) "The Co-operative" means the Steep Hill Food Co-operative Limited.
- (c) "The directors", "board", and the "board of directors" means the directors of the Co-operative for the time being.

## **2. Registered Office**

The registered office of the Co-operative shall be located in the City of Saskatoon in the Province of Saskatchewan.

## **3. Fiscal Year**

The fiscal year of the co-operative shall end on the 31<sup>st</sup> day of January in each year.

## **4. Enactment, Amendment and Repeal of Bylaws**

The members, at any annual meeting or any special meeting called for the purpose, may amend, repeal or replace any bylaws. Where at least ten (10) days notice of the proposed change is given and the proposed change(s) posted in the store, it shall be passed by a majority of the votes cast.

## **5. Membership**

- (a) Any person who can use the services of the co-operative and who, in the case of an individual, is 16 years of age or older, is eligible to become a member of the co-operative.
- (b) Two (2) or more persons living in one household may apply for one joint membership. This membership shall have one vote.
- (c) Applicants may be required to attend a member orientation session prior to approval of membership.

## **6. Membership Fee**

- (a) Applicants for membership are required to pay an annual membership fee of \$20.00.
- (b) The membership fee is non-refundable.

## **7. Membership Termination Order**

The board, by a two-thirds majority vote at a meeting duly called, may order the termination of a membership. The Secretary of the association shall, within ten days from the date on which the order is made, notify the member in writing.

## **8. Appeal of Membership Termination Order**

A person whose membership has been terminated by the board of directors may appeal the decision to the next general meeting of the co-operative by giving written notice of intention to appeal to the Secretary within 30 days of receipt of the notice of termination. A majority of the members present at the meeting shall be required to confirm the order.

## **9. Fees**

Each member or patron who uses the facilities of the co-operative may be required to pay a fee for services, the amount of which shall be fixed by the directors from time to time. The amount of such fees set by the directors may vary from one service to another. Fees paid under the provisions of this bylaw may not be refundable, except at the discretion of the directors. They may be used for any purpose of the co-operative.

## **10. Board of Directors**

The number of directors required to constitute a full board shall be 9.

## **11. Term of Office of Directors**

The term of office for directors shall be three (3) years; provided that there shall be a rotation of terms to require the election of one-third of the directors to office each year.

## **12. Removal of Directors – Filling of Vacancy**

- (a) The members of the co-operatives may remove any director or directors from office by a special resolution.
- (b) The term of office of a director elected to fill a vacancy shall be for the unexpired term of that vacancy.

### **13. Directors Duties and Powers**

- (a) The principal role of the board of directors shall be to democratically direct the affairs of the co-operative in accordance with the intent of the Co-operatives Act and the objects and bylaws of the co-operative.
- (b) The directors shall be empowered to engage, define the duties and fix the remuneration of any officer or employee as they deem advisable.
- (c) The directors shall keep proper minutes of all director and membership meetings and shall record the proceedings in a minute book.
- (d) The directors shall ensure that insurance is carried on behalf of the Co-operative as they deem advisable.

### **14. Officers of the Board**

- (a) No director shall hold more than one office.
- (b) Within fourteen (14) days following the conclusion of the annual general meeting in each year, the Board shall elect from among the directors, a President, Vice-President, Treasurer and Secretary.
- (c) The directors may appoint such other officers as they deem necessary.

### **15. Duties**

The following duties shall be performed by the officers of the board:

- (a) The President shall:
  - (i) preside at all general meetings of the co-operative and all meetings of the directors unless some other member is appointed by the meeting to do so;
  - (ii) be an ex officio member of all committees appointed;
  - (iii) perform such other duties and exercise such other powers as are incidental to such office or as may be required, from time to time, by the board.
- (b) The Vice-President, in the absence of the president or as a result of his/her inability from any cause, shall discharge the duties of the president.
- (c) The Secretary shall:
  - (i) attend all general meetings of the co-operative and all directors' meetings and keep correct minutes of same; unless some other member is appointed to do so.
  - (ii) have charge of the seal, if any, of the co-operative.
  - (iii) conduct the correspondence of the co-operative and, subject to the order of the board, have charge of all non-

- financial corporate records, books, papers and documents of the co-operative.
- (iv) perform such other duties and exercise such other powers as are incidental to such office or as may be required, from time to time, by the board.
- (d) The Treasurer, or such other individual appointed by the board to perform such duties, shall:
- (i) monitor the deposit of all monies to the account of the co-operative;
  - (ii) be responsible for the safe-keeping of securities and the disbursement of funds of the co-operative;
  - (iii) keep or cause to be kept a proper set of business records showing accurately the financial position of the co-operative, and present a full and detailed account to the directors whenever require by them to do so;
  - (iv) prepare or cause to be prepared for submission to the annual general meeting the financial statements required by the act and the regulations.
- (e) The board may appoint and delegate powers and duties to such officers, in addition to the president, vice-president, secretary and treasurer, as it deems necessary to properly conduct the affairs of the co-operative.
- (f) The board, in its discretion, may remove any officer of the co-operative and elect or appoint another individual to fill the unexpired portion of the individual's term.
- (g) Each officer elected or whose appointment is approved by the board, shall hold office until the conclusion of the next following annual meeting or until his/her earlier resignation.

## **16. Quorum at Board Meetings**

- (a) The quorum necessary for the transaction of business by the directors at any board meeting shall be a majority of the directors.
- (b) Where a quorum is present at the opening of the board meeting, but does not continue to be present throughout the meeting, the remaining directors may not transact any business after the quorum ceases to exist.

## **17. Committees**

The board may appoint committees as it deems necessary and delegate powers to the committees as required to carry out their functions.

## **18. Meeting Notice**

All directors shall be given at least 2 days notice of any meeting unless all the directors waive notice.

## **19. General Membership Meetings**

- (a) The co-operative shall hold an annual membership meeting in each year not later than six months after the end of the fiscal year of the co-operative.
- (b) General membership meetings shall be held at a time and place to be determined by the directors.
- (c) The co-operative shall give at least 10 days notice of an annual or special meeting to its members.

## **20. Quorum at General Membership Meetings**

- (a) At an annual meeting or special meeting, fifteen (15) members OR 10% of the membership, whichever is the lesser, shall constitute a quorum. However, in no case shall it be less than the number of directors plus one.
- (b) Where a quorum is present at the opening of a general meeting of members, but does not continue to be present throughout the general meeting, the remaining members present may not transact any business after the quorum ceases to exist.

## **21. Voting Rights**

Members shall vote by a show of hands; or, where three or more members entitled to vote at a meeting so demand, voting shall be by secret ballot. Election of directors shall be by secret ballot.

## **22. Surplus**

Any surplus arising from the yearly operations of the co-operative shall be transferred to reserve for future use and no part of the surplus shall be payable to any member.

## **23. Distribution of Surplus on Dissolution**

On dissolution of the co-operative, the surplus shall be donated to one or more organizations with objectives of a benevolent or charitable nature, in compliance with the Acts & Regulations pertaining to dissolution.

## **24. Borrowing**

Any borrowing by the co-operative exceeding the total of \$15,000 must have the approval of the membership at a special or annual general meeting.

## **25. Execution of Instrument**

Contracts, documents or instruments in writing requiring execution by the co-operative, shall be signed on behalf of the co-operative by the President and Secretary or such other persons authorized to do so by Board resolution.

## **26. Appointing Auditor**

The members shall, by ordinary resolution, appoint an auditor to hold office until the close of the next annual general meeting.

## **27. Corporate Seal**

The corporate seal in a design impressed beside the signatures of the President and Secretary below shall be the seal of the association, and whenever used shall be authenticated by the signatures of the President and Secretary, or such person or persons as the directors from time to time designate.