

## **Bylaws of the Canadian Club of Norway**

### **ARTICLE I: Name**

1. The official name of the organization is the **Canadian Club of Norway** and is abbreviated as CCN.

### **ARTICLE II: Purpose**

1. CCN is a not-for-profit social club with a mandate to host and facilitate social and cultural events for its members, and to provide a forum for contact between Canadians and friends of Canada in Norway.

### **ARTICLE III: Membership**

1. Membership in CCN is open to anyone with an interest in Canada, regardless of nationality.
2. CCN has two membership categories: family and individual. Family membership generally includes all members of a household, but it may also be considered to include next of kin.
3. Annual membership dues are set by the Board.
4. The membership year coincides with the calendar year. On the basis of a date set by the Board, new members who join in the second half of the year are considered to have joined for the following year.
5. Canada's Ambassador to Norway shall be offered a complimentary family membership.
6. As far as it is practical and feasible to do so, paid members shall be offered reduced admission prices to CCN events.
7. In general, all members, including Board members, shall be charged the same event admission fees as other members, with the following exceptions:
  - i) Children shall be admitted at lower prices, whenever possible.
  - ii) Admission charges for volunteers may be waived or reduced, at the discretion of the Board.

### **ARTICLE IV: Board**

1. The Board shall serve without pay and be responsible for the management and supervision of CCN's operations in a manner it deems to be in the best interest of the Club.
2. The Board shall consist of no fewer than three members: CCN's President, Treasurer, and Secretary.
3. Board membership is renewable on an annual basis, and there is no limit to the number of years that a Board member may serve.
4. The Board may at its discretion add new Board members by inviting members or accepting offers received from members to join the Board.
5. The Board shall physically meet at least twice each year.
6. Quorum/voting rights:
  - i) Quorum for decision making is set at 50% of the Board.

- ii) Decisions may be agreed by e-mail as well, but they must be recorded and distributed by the Secretary.
- iii) The President is entitled to a double vote when necessary to break a tie.

#### **ARTICLE V: Accounting**

1. The Board shall elect a person or firm to be responsible for keeping accounting records in accordance with statutory law. The Board is responsible for managing Club funds in a safe and responsible manner. The accounts shall include a balance sheet and income statement for each calendar year and be audited on an annual basis.

#### **ARTICLE VI: Dissolution**

1. If the Club is unable to meet its obligations and/or the Board decides to dissolve the Club, the Board shall transfer any funds remaining in the Club account to one or more charities.

#### **ARTICLE VII: Amendment of Bylaws**

1. Proposals for amendments to the Club Bylaws must be presented in writing to the Board, which shall consider such proposals at its next meeting. Amendments require approval by a two-thirds majority at a Board meeting when a quorum is present.