

**SPECIAL RESOLUTION**

**Search and Rescue Dog Association of Alberta (SARDA)**

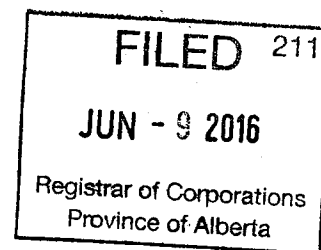
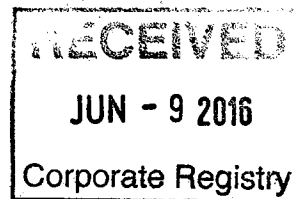
I hereby certify that the following Special Resolution was passed at a duly called and constituted general meeting of the members of the Search and Rescue Dog Association of Alberta on April 25, 2016. Specifically it was resolved that:  
(SARDA)

The currently filed bylaws of the Search and Rescue Dog Association of Alberta (SARDA) are repealed and replaced by the attached bylaws.

Signature



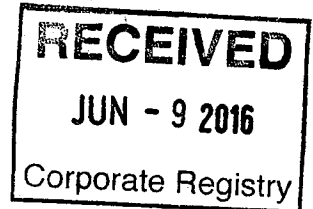
Michelle Limoges, Secretary/Treasurer



# SEARCH AND RESCUE DOG ASSOCIATION OF ALBERTA

(SAR \ DAA)

## BYLAWS



### 1. Definitions

1.1. In these Bylaws:

- 1.1.1. "Association" means the Search and Rescue Dog Association of Alberta. (SAR \ DAA)
- 1.1.2. "Bylaws" means these Association bylaws.
- 1.1.3. "Board" means all of the Directors of the Association.
- 1.1.4. "Director" means a member of the Board as defined in section 6.
- 1.1.5. "Officer" means any person appointed by the Board as an Officer under section 7.3.
- 1.1.6. "Standards" means the Association's Standards, as published and amended from time to time.
- 1.1.7. "SOPs" means the Standard Operating Procedures of the Association as published and amended from time to time.

### 2. MEMBERSHIP

- 2.1. An individual applying for voting membership must be a minimum eighteen years of age.
- 2.2. An Application for membership shall be in the form prescribed by the SOPs or by written letter to the Board if no such format is set out.
- 2.3. Applicants may be accepted into the Association after satisfying the requirements set out in the SOPs, paying the necessary fees, providing the Secretary with their home address, email address and phone number

and receiving a favourable vote of the membership.

- 2.4. All members shall comply with the Bylaws, Standards and SOPs.
- 2.5. Members must inform the Secretary of any changes in information required for the register of members.
- 2.6. The annual membership fee for each category of membership shall be set out in the SOPs.
- 2.7. Membership fees are due annually, within 30 days of the annual general meeting.
- 2.8. Membership fees are non-refundable.
- 2.9. Association Memberships are divided into voting and non-voting categories as follows:
  - 2.9.1. Voting
    - a) Active
    - b) Active (Administrative)
    - c) Associate
    - d) Supporting Associate (Regular)
    - e) Supporting Associate (Field Tech)
  - 2.9.2. Non-voting
    - a) Friends of SARDAA
    - b) Life Time Member
- 2.10. The requirements of membership categories shall be determined in accordance with the SOPs.

### **3. VOTING**

- 3.1. Votes at the annual general meeting, a general meeting or a special meeting will be by show of hands unless a member is attending by telephone, in which case that member may vote by verbally indicating "nay" or "yay".
- 3.2. For the purpose of voting in Association elections, a majority of the members present and having the right to vote can demand a secret ballot vote. A declaration by the Chair of the meeting of the result of any vote

and entry to that effect in the minutes shall be sufficient evidence of that fact without proof of the number of votes recorded in favour or against.

#### **4. SUSPENSION OF VOTING RIGHTS**

- 4.1. Members may be granted a leave of absence in accordance with the SOPs.
- 4.2. During a leave of absence a member does not have voting privileges.
- 4.3. Members who are on probation do not have voting rights.

#### **5. TERMINATION OF MEMBERSHIP**

- 5.1. A person shall cease to be a member of the Association:
  - 5.1.1. By resigning verbally to the President of the Association, which will be confirmed in writing by the President,
  - 5.1.2. By letter of resignation sent to the Association,
  - 5.1.3. By death of the member,
  - 5.1.4. By failing to pay membership fees within 30 days of receiving written notice that they are due, or
  - 5.1.5. On termination by the Board.
- 5.2. The Board, by majority vote, may terminate any membership for
  - 5.2.1. Non-compliance with the Bylaws, Standards or SOPs,
  - 5.2.2. Conduct that, in the opinion of the Board, may damage the reputation of the Association in the eyes of the SAR community or the public,
  - 5.2.3. Conduct that endangers others, or
  - 5.2.4. Conduct that detracts from the integrity of the Association, including but not limited to conduct that is fraudulent or dishonest.
- 5.3. The Board shall not vote on whether to terminate a membership without informing the member of the allegations against them and providing them with a reasonable opportunity to respond to the allegations.

- 5.4. A former member whose membership has been terminated for any reason must return all SARDAAs equipment, uniforms and identification cards, including but not limited to identification from the Edmonton Police Service, SAR Alberta and the Association.

## **6. DIRECTORS**

- 6.1. The Directors of the Association are:

- 6.1.1. President

- 6.1.2. Vice President

- 6.1.3. Secretary

- 6.1.4. Treasurer

- 6.1.5. Training Director

- 6.2. All Directors of the Association are eligible to approve payments on behalf of the Association, subject to the requirements of the Association's bank.

- 6.3. The position of Secretary and Treasurer may be filled by a single person.

- 6.4. If the Secretary and the Treasurer is the same person, that person shall only have one vote.

### **PRESIDENT**

- 6.5. The President shall, when present, preside at all meetings of the Association and the Board.

- 6.6. The President is an ex-officio member of all committees of the Association.

### **VICE PRESIDENT**

- 6.7. The Vice President shall, in the absence of the President, preside at all meetings of the Association and Board.

## SECRETARY

- 6.8. The duties of the Secretary are to
- 6.8.1. Attend and keep a record of all meetings of the Association and meetings of the Board,
  - 6.8.2. Receive and manage the correspondence of the Association,
  - 6.8.3. Maintain a register of all members,
  - 6.8.4. Send notice of all Association meetings,
  - 6.8.5. Collect annual membership fees and turn them over to the Treasurer to be deposited in an Association bank account, and
  - 6.8.6. Retain the annual financial statement as submitted by the Treasurer.

## TREASURER

- 6.9. The Treasurer shall
- 6.9.1. Receive all monies paid to the Association and deposit them in an Association bank account,
  - 6.9.2. Issue payment for the expenses of the Association,
  - 6.9.3. Properly account for the funds of the Association and keep such books as may be directed,
  - 6.9.4. Present a detailed account of receipts and disbursements to the Board on request, and
  - 6.9.5. Submit, at the annual general meeting, a duly audited statement setting out the financial position of the Association.

## TRAINING DIRECTOR

- 6.10. The Training Director shall direct and coordinate all training sessions for the Association, and may appoint one or more assistant trainers.

- 6.11. The Training Director shall have the final say with respect to whether a dog is suitable to enter into training or continue training with the Association.

## **7. THE BOARD**

- 7.1. The Board shall, subject to the by-laws and directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.
- 7.2. The Board must approve any Memorandum of Understanding that binds the Association.
- 7.3. The Board may, from time to time, appoint Officers by majority vote of the Board.
- 7.4. Officers will have the duties and powers that are prescribed to them by the Board.
- 7.5. The Board may, by majority vote of the Board, terminate the appointment of any officer.
- 7.6. Meetings of the Board shall be held at least once every six months, and can be called by any Director.
- 7.7. Quorum for a meeting of the Board is three.
- 7.8. The Board may hold meetings and vote in person, by telephone, and by electronic means.
- 7.9. Unless all of the Directors agree otherwise, a meeting of the Board requires 10 days' notice.
- 7.10. Board meetings can be held without notice if a quorum of the Board is present, provided that any business transactions at such meeting are ratified at the next regularly called meeting of the Board.

## **8. ELECTIONS**

- 8.1. Election of Directors shall be held at the annual general meeting.
- 8.2. Election of Directors will be by a majority vote of eligible voting members attending the annual general meeting.

- 8.3. Any voting member whose membership has not been terminated or suspended in accordance with the SOPs can vote at any meeting of the Association.
- 8.4. If there are more than two people seeking election for the same Director position, there shall be multiple rounds of voting where in each round, the candidate with the least votes is removed from the ballot until a single Director is elected.
- 8.5. The Directors so elected shall form a Board, and shall serve until their successors are elected and installed.

## **9. REMOVAL OF DIRECTORS**

- 9.1. Any Director of the Association can be removed from their position by a 2/3 majority vote of the voting membership at any special or general meeting of the Association.
- 9.2. A vote to remove a Director shall not be held unless the Director has been given 14 days' notice of the vote and provided with an opportunity to speak to the membership at the meeting when the vote is to take place.
- 9.3. Subject to section 7.4, if a member of the Board ceases to be a Director for any reason the Board may appoint a member to fill that position or leave the position vacant, until the next annual general meeting.
- 9.4. If the position of Treasurer is vacated or unfilled, the Board must appoint a replacement.

## **10. AUDITING**

- 10.1. The books, accounts and records of the Secretary and Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the society elected for that purpose.
- 10.2. A complete and proper statement of the standing of the books for the previous year shall be submitted by the Treasurer at the annual general meeting of the Association.
- 10.3. The fiscal year end of the society in each year shall be September 30.
- 10.4. The books and records of the society may be inspected by any member of the society at the annual general meeting or at any other time upon



giving reasonable notice and arranging a time satisfactory to the Treasurer.

## **11. MEETINGS**

- 11.1. A member can attend any meeting in person or by telephone.
- 11.2. The Association shall hold an annual general meeting on or before November 30 of each year, of which not less than 21 days' notice shall be given.
- 11.3. Unless otherwise specified by the Board, general meetings shall be held quarterly on a minimum of 10 days notice.
- 11.4. A special meeting shall be called, by the President or Secretary upon receipt of a petition signed by one-third of the voting members in good standing, setting forth the reasons for calling such meeting.
- 11.5. Members shall have 21 days notice of a special meeting and shall be notified of the reason for calling the special meeting.
- 11.6. Notice for the annual general meeting, any general meeting and any special meeting shall be by email to the last known email address of each member.
- 11.7. 1/3 of voting members in good standing shall constitute a quorum at the annual general meeting, a general meeting or a special meeting.

## **12. STANDARDS AND OPERATING PROCEDURES**

- 12.1. The Association shall establish SOPs and Standards for the Association.
- 12.2. The Standards and SOPs may be amended by resolution at any properly conducted meeting of the Association.

## **13. REMUNERATION**

- 13.1. No Director shall be remunerated for their services as a Director.
- 13.2. No Officer shall be remunerated for their services as an Officer.
- 13.3. Despite sections 13.1 and 13.2, Directors, Officers and members may be

reimbursed for reasonable expenses incurred on behalf of the Association.

**14. BORROWING POWERS**

14.1. For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a Special Resolution of the society.

**15. SEAL**

13.1 The Association has not adopted a seal.

**16. BY-LAWS**

16.1. These By-laws may only be rescinded, altered or added to by Special Resolution.

**17. DISSOLUTION OF THE ASSOCIATION**

17.1. The Association may be dissolved at any time by favorable majority vote of the members at a meeting of the Association.

17.2. In the event of dissolution of the Association, none of the property of the Association or any proceeds thereof or any assets of the Association shall be distributed to any members of the Association. After payment of all debts and liabilities of the Association, its assets and properties shall be distributed to a charitable organization as described by Revenue Canada, and chosen by the Board.

# Society Bylaw Change - Registration Statement

**Alberta Amendment Date: 2016/06/09**

**Service Request Number:** 25278680  
**Corporate Access Number:** 504116658  
**Legal Entity Name:** SEARCH & RESCUE DOG ASSOCIATION OF ALBERTA  
(SARDAA)  
**French Equivalent Name:**  
**Legal Entity Status:** Active  
**Fiscal Year End:** 09/30

---

## Annual Return

File Year	Date Filed
2015	2016/01/21
2014	2014/12/19
2013	2013/11/08

---

## Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Audited Financial Statement	10000798000204349	1998/12/10
Annual Return Form	10000799000308983	1999/11/20
Audited Financial Statement	10000599000308984	1999/11/20
Miscellaneous Attachment - For Information Only	10000399000309550	1999/11/28
Annual Return Form	10000700000379314	2000/11/17
Audited Financial Statement	10000000000379317	2000/11/17
Annual Return Form	10000801000412402	2001/11/02
Audited Financial Statement	10000601000412403	2001/11/02
Audited Financial Statement	10000902000338492	2003/02/06
Annual Return Form	10000102000338491	2003/02/06
Annual Return Form	10000903000358955	2004/01/07
Audited Financial Statement	10000703000358956	2004/01/07
Bylaws & Special Resolution	10000903000663291	2004/06/04
Annual Return Form	10000204100211890	2005/01/07
Audited Financial Statement	10000604100211831	2005/01/07
Bylaws & Special Resolution	10000404100202451	2005/02/09

Annual Return Form	10000205101186592	2005/12/15
Audited Financial Statement	10000505101186595	2005/12/15
Bylaws & Special Resolution	10000505101205155	2006/01/05
Audited Financial Statement	10000006102355283	2006/12/28
Annual Return Form	10000606102355280	2006/12/28
Annual Return Form	10000307103763018	2007/12/13
Audited Financial Statement	10000107103763019	2007/12/13
Audited Financial Statement	10000807104705671	2009/01/12
Annual Return Form	10000007104705670	2009/01/12
Annual Return Form	10000107106859476	2010/01/22
Audited Financial Statement	10000507106859479	2010/01/22
Audited Financial Statement	10000807110285013	2011/02/14
Annual Return Form	10000007110285012	2011/02/14
Annual Return Form	10000207112526056	2012/01/13
Audited Financial Statement	10000907112526053	2012/01/13
Annual Return Form	10000107113250679	2012/11/21
Audited Financial Statement	10000907113250680	2012/11/21
Supporting Documentation	10000807116110564	2013/08/27
Nuans	10000107116110567	2013/08/27
Annual Return Form	10000307114307787	2013/11/08
Audited Financial Statement	10000707114307790	2013/11/08
Annual Return Form	10000507120082059	2014/12/19
Audited Financial Statement	10000707120082058	2014/12/19
Annual Return Form	10000707123026583	2016/01/21
Audited Financial Statement	10000507123026584	2016/01/21
List of Director/Officer	10000207123019702	2016/01/25
Bylaws & Special Resolution	10000707123620795	2016/06/09

**Registration Authorized By: MICHELLE LIMOGES**  
**SECRETARY-TREASURER**

# Society Bylaw Change - Proof of Filing

**Alberta Amendment Date: 2016/06/09**

---

The Bylaws are filed as of 2016/06/09

---

**Service Request Number:** 25278680  
**Corporate Access Number:** 504116658  
**Legal Entity Name:** SEARCH & RESCUE DOG ASSOCIATION OF ALBERTA  
(SARDAA)  
**Legal Entity Status:** Active  
**Fiscal Year End:** 09/30

---

## Annual Return

File Year	Date Filed
2015	2016/01/21
2014	2014/12/19
2013	2013/11/08

---

## Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Audited Financial Statement	10000798000204349	1998/12/10
Annual Return Form	10000799000308983	1999/11/20
Audited Financial Statement	10000599000308984	1999/11/20
Miscellaneous Attachment - For Information Only	10000399000309550	1999/11/28
Annual Return Form	10000700000379314	2000/11/17
Audited Financial Statement	10000000000379317	2000/11/17
Annual Return Form	10000801000412402	2001/11/02
Audited Financial Statement	10000601000412403	2001/11/02
Audited Financial Statement	10000902000338492	2003/02/06
Annual Return Form	10000102000338491	2003/02/06
Annual Return Form	10000903000358955	2004/01/07
Audited Financial Statement	10000703000358956	2004/01/07
Bylaws & Special Resolution	10000903000663291	2004/06/04
Annual Return Form	10000204100211890	2005/01/07

Audited Financial Statement	10000604100211831	2005/01/07
Bylaws & Special Resolution	10000404100202451	2005/02/09
Annual Return Form	10000205101186592	2005/12/15
Audited Financial Statement	10000505101186595	2005/12/15
Bylaws & Special Resolution	10000505101205155	2006/01/05
Audited Financial Statement	10000006102355283	2006/12/28
Annual Return Form	10000606102355280	2006/12/28
Annual Return Form	10000307103763018	2007/12/13
Audited Financial Statement	10000107103763019	2007/12/13
Audited Financial Statement	10000807104705671	2009/01/12
Annual Return Form	10000007104705670	2009/01/12
Annual Return Form	10000107106859476	2010/01/22
Audited Financial Statement	10000507106859479	2010/01/22
Audited Financial Statement	10000807110285013	2011/02/14
Annual Return Form	10000007110285012	2011/02/14
Annual Return Form	10000207112526056	2012/01/13
Audited Financial Statement	10000907112526053	2012/01/13
Annual Return Form	10000107113250679	2012/11/21
Audited Financial Statement	10000907113250680	2012/11/21
Supporting Documentation	10000807116110564	2013/08/27
Nuans	10000107116110567	2013/08/27
Annual Return Form	10000307114307787	2013/11/08
Audited Financial Statement	10000707114307790	2013/11/08
Annual Return Form	10000507120082059	2014/12/19
Audited Financial Statement	10000707120082058	2014/12/19
Annual Return Form	10000707123026583	2016/01/21
Audited Financial Statement	10000507123026584	2016/01/21
List of Director/Officer	10000207123019702	2016/01/25
Bylaws & Special Resolution	10000707123620795	2016/06/09

**Registration Authorized By: MICHELLE LIMOGES**  
**SECRETARY-TREASURER**