



Durham Region Aquarium Society (DRAS) Handbook

Consolidation of the Constitution and Attachments of the Durham Region Aquarium Society (DRAS)

(As Approved in May 1983)

Article I

Name of the Society

Article II

Aims of the Society

Article III

Membership

Types of Membership

Rights and Privileges

Fee Structure

General Membership Conditions

Article IV

Executive Committee and Standing Committees

Executive Committee

Standing Committees

Special Committees

Minimum Age

Consecutive Terms

Term of Office

Article V

Duties of the Executive Committee

President

Vice-President

Treasurer

Secretary

Article VI

Duties of the Standing Committees

Advertising Chairman

Annual Show Chairman

Breeders Award Chairman

CAOAC Representative

Club Librarian

Editor

Jar Show Chairman

Lunch Convener

Membership Chairman

Programme Chairman

Aquatic Horticulture Awards Program Chairman

Special Committees

Article VII

Election of Officers

Durham Region Aquarium Society (DRAS) Handbook

Nominations Chairman
Notice of General Elections
Scrutineer
Occasion for Elections
Majority Vote
Secret Ballot
Eligibility to Hold Office
Nominations Acceptance
Number of Offices Held
Special Elections

Article VIII
General Meetings
Schedule
Guest Book – Name Tags
Visitors
Club Auction
Programme Speakers
Monthly Jar Show
Monthly Jar Show Judges

Article IX
Executive Meetings
Scheduling
Quorum
Rules of Procedure
Removal from Office

Article X
General
Monthly Magazine
Mailing Address
Correspondence
Retention of Records

Article XI
Expulsion

Article XII
Awards
Service Award
Breeders Award Programme
Aquatic Horticulture Awards Program

Article XIII
Club Finances
Signing Authority for Cheques
Annual Financial Report
Club Assets

Article XIV

Durham Region Aquarium Society (DRAS) Handbook

CAOAC
DRAS Membership in CAOAC
Insurance
Representatives Travelling Expenses

Article XV
Dissolvement of DRAS

Article XVI
Constitution Amendments

Attachment "A" to Constitution
Honourable Membership

Attachment "B" to Constitution
Service Award

Article I
Name of the Society

The Society shall be known as "Durham Region Aquarium Society"

Article II
Aims of the Society

The aim of the Society shall be "For the advancement and improvement of the aquarium hobbyist"/

Article III
Membership

Types of Membership
The following are the types of membership:

Honourable Membership

Honourable Membership may be conferred upon former or present club members who have significantly contributed to the tropical fish hobby in general. The number of honorary members at any one time shall be limited to five and they be proposed by the Executive Committee for approval by a general vote of the membership of the club. Conferring honorary membership upon an individual will be a rare event and proposed members must be outstanding in terms of their contribution. A list of honorary members will be kept and will be "Attachment A" of this Constitution.

Family Membership

Shall consist of husband and wife and all children seventeen years of age and under. Children twelve years of age and under must be accompanied by an adult. Any other family combination will be at the discretion of the Membership Chairman and the Executive Committee

Durham Region Aquarium Society (DRAS) Handbook

Senior Membership

Shall consist of any person eighteen years and over.

Junior Membership

Shall consist of any person thirteen years of age to seventeen years of age (inclusive). Upon reaching eighteen years of age, the members shall remain a Junior for the remainder of that year and at the general meeting in January, he / she shall become a Senior. Deviation of this will be at the discretion of the Membership Chairman and Executive Committee.

Rights and Privileges

To use the name of the Society for any type of publicity in furthering the advancement of the Society or the hobby with permission of the Executive Committee.

To attend all general meetings.

To vote in all elections.

To vote on all issues brought before the Membership at the General Meeting.

To receive the monthly magazine of the Society.

To participate in all Society activities (i.e. monthly Jar Show, Auctions, Draws, Contests, etc.)

To accept nominations and hold office in the Society

To nominate or second any member for office in the Society.

Fee Structure

Membership rates will be as determined by the Executive Committee with notice to be printed in the monthly bulletin. There is no fee required for Honourary membership.

All annual membership dues shall be payable upon joining and will run for twelve (12) consecutive months. If a member fails to renew, his / her membership shall terminate and all rights and privileges shall automatically cease. Membership shall be reinstated upon receipt of the entire yearly fee.

General Membership Conditions

Membership shall be open to all interested parties upon the completion of an application form and payment of the annual dues.

Article IV

Executive Committee and Standing Committees

Executive Committee

Shall consist of:

President

Vice-President

Secretary

Treasurer.

The immediate Past-President shall serve in an ex-officio advisory capacity to the Executive Committee

Standing Committees

Durham Region Aquarium Society (DRAS) Handbook

Shall consist of:

Advertising Chairman
Annual Show Chairman
Breeders Award Program (BAP) Chairman
CAOAC Representatives
Editor
Jar Show Chairman
Lunch Convener
Membership Chairman
Programme Chairman
Club Librarian
Aquatic Horticulture Chairman

Special Committees

A Special Committee may be formed from time to time to undertake a special requirement as designated by the Executive Committee.

Minimum Age

All members of the Executive Committee and Standing Committees must be at least eighteen years of age or have written permission from a responsible parent or guardian.

Consecutive Terms

An Executive Officer may serve more than one term consecutively in the same position on the Executive Committee and / or Standing Committee if the nomination and election procedures are followed.

Term of Office

The Executive Committee and Standing Committee Chairman will be elected for a one year term. A Chairman for any Special Committee will be appointed by the Executive Committee.

Article V

Duties of the Executive Committee

President

It shall be the duty of this officer to preside at all General and Executive Meetings of the Society and to direct the affairs of the Society in an orderly and parliamentary fashion. He shall sign all official documents and have the deciding vote on any question equally divided but shall not vote at any other time (except during the elections, at which time he will vacate the chair to do so). He shall ensure that all Executive members and Standing Committee Chairmen perform their duties as set out.

He shall appoint all Special Committees and serve in an ex-officio capacity on all committees. He shall have the power to call emergency Executive or General Meetings. He shall also serve as the official representative of DRAS.

Vice-President

It shall be the duty of this officer to perform the duties of the President, in his absence, and to take the chair when requested to do so by the President.

Durham Region Aquarium Society (DRAS) Handbook

It shall also be the duty of this officer to perform all tasks assigned to him by the President.

Treasurer

It shall be the duty of this officer to keep a complete and accurate record of the financial transactions of the Society and to submit a monthly financial statement to the Executive Committee.

All bank statements and books should be available for inspection at the monthly Executive meeting.

Furthermore, this officer shall handle all correspondence with regard to the Society's financial matters.

Secretary

It shall be the duty of this officer to record, in a complete and accurate fashion, the proceedings of the Executive and General Meetings and answer all correspondence received by the Society. One copy of the proceedings shall be placed in the club files and copies of the Executive and General Meetings be submitted to the Editor.

Article VI

Duties of the Standing Committees

Advertising Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative.

It shall be the duty of this officer to advertise all the Society's activities. This includes contacting pet shops, the local radio stations, newspapers, cable television, etc.

He / She shall submit all debit slips to the Treasurer for reimbursement as previously authorized by the Executive Committee.

Annual Show Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to arrange the Annual Show of the Society and to enforce the rules thereof. He / shall select his own Committee to assist with the show activities, including refreshments, auction, general admission, security, draws etc. He / she shall submit all debit slips to the Treasurer for reimbursement as previously authorized by the Executive Committee.

Breeders Award Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or so appoint a club member as his representative. It shall be the duty of this officer to administer the Society's Breeder Awards Programme. It shall also be his / her duty to ensure that the Breeder Award Guidelines are strictly adhered to and recommend any changes to the Executive Committee. An accurate list of all participants must be kept and submitted monthly to the Editor for inclusion in the monthly magazine. This officer will upon approval from the Executive Committee, submit eligible names for CAOAC

Durham Region Aquarium Society (DRAS) Handbook

awards. He / she shall submit all debit slips to the Treasurer for reimbursement as previously authorized by the Executive Committee.

CAOAC Representative

It shall be incumbent on this officer to attend each regular and executive meeting of the club or so appoint a club member as his representative. It shall be the duty of this officer to be present at all CAOAC meetings to represent the views of our Society. If unable to attend, an alternate representative should be designated.

Club Librarian

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to attend to the custody and storage of club publications including copies of Tank Talk and other club bulletins as well as informing the membership of what is available. A loan system will be organized and maintained by this officer. He / she shall submit all debit slips to the Treasurer for reimbursement as previously authorized by the Executive Committee.

Editor

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to be responsible for all equipment and supplies pertaining to the compilation of the monthly bulleting and the reproduction of all pertinent literature as requested by the Executive Committee or Standing Committees.

The Editor shall have the right to accept or reject any submitted article, keeping in mind that any rejection will be brought to the attention of the Executive Committee. He / she shall be responsible for the Society's magazine exchange and provide some of these magazines to the Club Librarian for loan basis to the membership. It shall also be his / her responsibility for soliciting ads and moneys gained through advertisement will be submitted to the Treasurer along with all debit slips for reimbursement as previously authorized by the Executive Committee.

Jar Show Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to administer the Society's monthly Jar Show. It shall also be his / her duty to see that all jar Show rules are strictly adhered to and updated or recommend changes to the Executive Committee. An accurate list of all entries must be kept for the annual awards and should be submitted monthly to the Editor for printing in Tank Talk. He / she shall submit monthly, a financial statement and moneys received to the Treasurer.

Lunch Convener

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to procure all supplies for the refreshments of all the Society's general meeting and

Durham Region Aquarium Society (DRAS) Handbook

prepare same. He / she shall submit monthly all debit slips for reimbursement along with all moneys received to the Treasurer.

Membership Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to register and record all member's names, complete with addressed and telephone numbers and see that the new members are introduced to the membership. A membership list must be supplied to the Editor, the President and CAOAC. It shall also be his / her duty to receive all membership fees and submit the moneys to the Treasurer.

Programme Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to arrange good programmes, well in advance of the monthly General meeting and report same to the Editor. He / she shall submit all debit slips for reimbursement to the Treasurer as previously authorized by the Executive Committee.

Aquatic Horticulture Awards Program Chairman

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. It shall be the duty of this officer to administer the Society's Aquatic Horticultural Awards Programme. It shall also be his / her duty to ensure that the Aquatic Horticultural Award Guidelines are strictly adhered to and recommend any changes to the Executive Committee. An accurate list of all participants must be kept and submitted monthly to the Editor for inclusion in the monthly magazine. This officer will upon approval from the Executive Committee, submit eligible names for CAOAC Awards. He / she shall submit all debit slips to the Treasurer for reimbursement as previously authorized by the Executive Committee.

Special Committees

It shall be incumbent on this officer to attend each regular and executive meeting of the club or to appoint a club member as his representative. The President may form a Committee other than those listed above, as deemed necessary to perform a special task. He / she shall submit all debit slips for reimbursement to the Treasurer as previously authorized by the Executive Committee.

Article VII

Election of Officers

Nominations Chairman

A presiding officer shall be appointed by the President and shall be known as the Nominations Chairman. This appointment shall be made sixty days prior to the election date.

Notice of General Elections

Durham Region Aquarium Society (DRAS) Handbook

The notice of the General Elections shall be published in the Society's monthly newsletter prior to the election.

Scrutineer

The Nominations Chairman shall appoint no less than two Scrutineers to count ballots cast and they shall notify the Nominations Chairman.

Occasion for Elections

The elections will be held each year at the May General meeting. The officers elected will assume office at the June Executive meeting.

Majority Vote

It shall require a simple majority of all votes cast to elect an officer. If no candidate receives a majority, on the first ballot, the candidate receiving the lowest number of votes, or candidates should there be a tie for lowest number of votes, shall be dropped from the list of nominees, and another vote called. This procedure shall continue until such time as a simple majority is obtained by one of the nominees.

Secret Ballot

Officer of DRAS shall be elected by secret ballot.

Eligibility to Hold Office

No member shall be eligible to hold office in this Society unless he / she conforms to the Minimum Age standard (Article IV, iv) and has been a member in good standing for no less than two months prior to the date set for the election or immediately prior to the date the vacancy occurs.

Nominations Acceptance

Members nominated for office shall be required to be present at the May meeting. If however a person wishes to stand for a specific position and is unable to attend the May meeting, he / she shall notify the Nominations Chairman in writing, of their acceptance.

Number of Offices Held

A member may be elected to one position on the Executive Committee and two position as a Standing Committee Chairman.

Special Elections

If a member of the Executive Committee or Standing Committee Chairman is unable to complete a term of office, the Executive Committee may call a Special Election or appoint a member to complete the term of office.

Article VIII

Durham Region Aquarium Society (DRAS) Handbook

General Meetings

Schedule

General meetings will be held the second Tuesday of each month except July and August.

Guest Book – Name Tags

All who attend meetings will be asked to sign the Guest Book and wear a Name Tag. Both will be located near the meeting room entrance.

Visitors

Visitors may attend three meetings after which they will be requested to become a member.

Club Auction

There will be an auction at each monthly meeting. Auction proceeds will be divided at a rate determined by the Executive Committee.

Programme Speakers

Programme Speakers who live in a ten mile radius outside Oshawa will be paid (when possible) traveling expenses as well as a set nominal fee. These figures will be established by the Executive Committee and reviewed from time to time.

Monthly Jar Show

There shall be a monthly jar show at each monthly General meeting. Classes and awards will be determined on an annual basis by the Executive Committee.

Monthly Jar Show Judges

The judges for the Monthly Jar Show will be appointed by the Executive Committee for a one-year term: from June to May of the following year. Additional Judges may be appointed as required.

Article IX

Executive Meetings

Scheduling

The Executive meeting will be held following each general meeting. The time and place will be determined among the Committee members. The Executive Committee and Chairmen of the Standing Committees are required to attend the meetings. The time and place of the Executive meeting will be announced at the General meetings in order that any member may attend. If a member other than an Executive and / or Standing Committee member wishes to attend the Executive meeting he / she must notify the President.

Durham Region Aquarium Society (DRAS) Handbook

Quorum

A quorum of the Executive meetings must consist of not less than six members of which at least two must be members of the Executive Committee. Individuals holding more than one position will only count as one member for purposes of establishing a quorum, and will be only entitled to one vote.

Rules of Procedure

Unless otherwise stated in the DRAS Constitution, Roberts Rule of Procedure will be followed.

Removal from Office

A member of the Executive or a Committee Head may be removed from office by a 2/3 majority vote at a Special Executive meeting called for that purpose by the President or Vice-President.

Article X

General

Monthly Magazine

The magazine of DRAS shall be entitled "Tank Talk" and shall be printed and distributed monthly where possible, to the membership, visitors, and other clubs.

Mailing Address

All DRAS correspondence shall be directed to a central mailing address. Where possible, a post office box shall be maintained for this function.

Correspondence

All correspondence sent on behalf of DRAS must be duplicated and submitted to the Secretary for filing.

Retention of Records

All DRAS financial records will be kept on file not less than seven years. DRAS General meeting and Executive Committee minutes and one monthly copy of Tank Talk will be kept as a permanent record by the Secretary.

Article XI

Expulsion

If there is a situation involving a member that is sufficiently serious that it exists to the detriment of the Club, that member may be expelled.

The decision to expel will be determined by the Executive Committee.

Durham Region Aquarium Society (DRAS) Handbook

Article XII Awards

Service Award

A service award may be presented, at the discretion of the Executive Committee, to an active or former member who has contributed his / her time and efforts over an extended period of time to the benefit of DRAS in an Executive capacity;

1. Long active service in an Executive capacity:
or
2. Service on one of various Standing Committees over an extended period.

Only one award may be presented annually.

Breeders Award Programme

A certificate of achievement may be presented to an individual who has accumulated sufficient points for successfully breeding fish as specified in the Breeders Award Programme. Where possible, a certificate will be presented when the Novice level is reached and for each level thereafter a seal is attached to the certificate.

Aquatic Horticulture Awards Program

A certificate of achievement may be presented to an individual who has accumulated sufficient points for successful propagation of aquatic plants as specified in the Aquatic Horticultural Awards Programme. Where possible, a certificate will be presented when the Aquatic Horticulturalist level is reached and for each level thereafter a seal is attached to the certificate.

Article XIII Club Finances

Signing Authority for Cheques

All cheques issued by DRAS shall be signed by both the President and Treasurer. If, for any valid reason, one of these parties is completely unavailable, the Vice-President shall have the power to co-sign with either the President or Treasurer.

Annual Financial Report

An Annual Financial Report shall be submitted by the Treasurer at the May Executive meeting.

Club Assets

A listing of club assets shall be submitted to the President, by all persons in possession of club property not later than the May General meeting.

Article XIV CAOAC

Durham Region Aquarium Society (DRAS) Handbook

DRAS Membership in CAOAC

DRAS will when possible have representatives to attend meetings of the Canadian Association of Aquarium Clubs. The number of representatives will be determined annually by the Executive Committee in accordance with CAOAC guidelines.

Insurance

Third person liability insurance which is available through CAOAC will be maintained, when possible, for DRAS.

Representatives Travelling Expenses

When possible, a fee will be paid to one representative to assist with traveling expenses when attending each CAOAC monthly General meeting. This fee will be set by the Executive Committee and should be adjusted from time to time

Article XV

Dissolvement of DRAS

Every effort should be made to ensure the continuance of DRAS however, should circumstances present themselves that necessitate the dissolvement of DRAS the remaining assets should be held in trust, administered by CAOAC.

Article XVI

Constitution Amendments

Amendments to the Constitution may be made and become part of the Constitution providing the amendments are proposed and duly approved by a majority of the membership.

Attachment "A" to Constitution

Honourable Members

Mr. & Mrs. Earl Gatchell
Mr. Peter Naef
Mr. Wayne Rakestrow
Mr. Doug White
Mr. Paul D. McIntosh
Mr. Barry McKee

Attachment "B" to Constitution

Service Award

Wayne Rakestrow – 1996
Jim Brown – 1997
Wayne Wilson – 2000
Peter Pulman – 2002
Linda Brown – 2003
George Banavage – 2004
Derek Tustin – 2009
Joanne Harder – 2017

Durham Region Aquarium Society (DRAS) Handbook

Myron Iwonochko – 2017

Tom Mason – 2017

Klaus Steinhaus – 2017