

NS Antique Engine & Tractor Association
Power From The Past

Nova Scotia Antique Engine and Tractor Association

By- Laws

General

1. The Nova Scotia Antique Engine and Tractor Association (NSAETA) is an association which has as its purpose the collection, restoration, and display of antique machinery. This includes engines of all types, mechanically propelled vehicles, farming equipment and machinery involved in the lumbering, fishing, printing, and manufacturing industries. Included as well are other mechanical equipment's which reflect the coming-of-age and the development of the machine era.

   1 a. The Association is a not-for-profit organization established for the enjoyment of its members; however, it is hoped through the public display of equipment, there will be an education benefit. The work of members in presenting machines for display should add to the general understanding of our mechanical history, particularly as it applies to Nova Scotia.

   1 b. All amendments to the By-Laws shall be provided for review by all active members at the August Meeting.

   1c. The By-laws shall be approved or amended only at the Annual General Meeting.

Membership

2. Any person over the age of 16 years, on payment of the membership fee established by the Association, may become a member of the NSAETA.

   2a. An individual member and their spouse[i] have automatic status as Association members with full voting rights and may hold office or be members of the Board of Directors.

   2b. Children of members under the age of 19 years are considered Junior Members and may participate in all Association activities but shall not vote nor are they eligible to hold office. Children over 16 years of age may join as individual members with full association privileges. Children of members over 19 years of age are required to become individual members.

   2c. Honorary and Lifetime Membership shall have to have been an active member for 10 years and approved at the Annual General Meeting.

2d. Membership is on an annual basis, January to December. Dues will be reviewed each year by the Board of Directors (BOD) and proposed fee structure shall be presented for discussion and voted on at the Annual General Meeting (AGM).

2e. A membership card shall be issued to each member on receipt of dues payment. Membership cards for spouses and children eligible for Junior Membership if requested will also be issued.

2f. Members are encouraged to bring guests to a meeting to acquaint them with our association in the hope they will become members and enjoy all the rights and privileges of the association.

2g. Past members delinquent in payment of annual dues should not participate in discussions at meetings and do not have voting privileges. Delinquent members shall not participate in any Association event due to liability issues as they are not covered by our insurance policy unless they are a member in good standing.

2h. Any member who has been reported by other members to have violated the By-Laws or acted to bring discredit to the Association may be deprived of their membership. The BOD shall review the complaint. Notice shall be given in writing of the intent before the meeting at which the matter will be discussed. If valid, the President will advise said member by letter.

Monthly Meetings

3. The Association will hold regular meetings as arranged by the Executive. Meetings will commence at 7:30pm on the 3rd Thursday of the month.

   3a. The last meeting of the Association will be the Annual General Meeting. Notice of the AGM will be given at least 2 weeks before the meeting via hard copy minutes and email. At the AGM, elections for Officers of the Association and other members of the BOD shall take place. A budget for the coming year and a reviewed financial statement shall be presented for approval. The President, who has served for the year just ending should give a report on the Association's activities over the year.

   3b. All monthly meetings shall have a quorum counting of not less than 1 member of executive, 2 members from BOD, and 2 members from regular members.

Special Meetings

4. At the discretion of the BOD or by written request by at least 5 members in good standing, a special meeting of the Association may be called. A special meeting shall be called within 30 days of receipt of the written request. The Recording Secretary shall mail the notice of the meeting to all members so that notices arrive at least 14 days before meeting date.

4a. No business shall be transacted at any meeting of the Association unless a quorum of ten members including at least one member of the BOD is present.

Conduct of Meetings

5. The President of the Association or in his or her absence, the Vice President shall act as Chairperson of all Monthly, Annual General and Special Meetings.

5a. The Chairperson shall have no vote except in the case of an equality of votes in which case he or she has the deciding vote.

5b. At any meeting, unless a recorded vote is demanded by one or more members, voting shall be by show of hand. A declaration by the Chairperson that a motion has been carried or defeated following a show of hands is sufficient evidence of the decision without a number or proportion of members for or against being recorded. Decisions shall be recorded in the minutes.

Officers of the Association

6. The Officers of the Association shall be the Immediate Past President, the President, Vice-President, Recording Secretary, Treasurer, Property Manager. These Officers shall be elected at the AGM for a term of two years or until their successors are elected. Every effort should be made to have not more than half of the Officers elected each year so that continuity is assured. Officers shall be eligible for re-election.

Board of Directors

7. There shall be a Board of Directors (BOD) which will include the Officers of the Association. The total number of members on the BOD, including Officers, shall not exceed 12 but may at the discretion of the membership be fewer but not less than seven.

7a. Any member in good standing who is eligible to vote, is eligible to be elected to the BOD.

7b. All directors except the Immediate Past-President shall be elected for a term of two years by members at the AGM from among candidates presented by the nominating committee or as nominated from the floor.

7c. Retiring Directors may offer for re-election.

7d. The Association may, by special resolution, and with a 51% vote of the members present, remove any member of the Board of Directors before the expiration of the period of office and appoint another person in his/her stead. The person so appointed shall hold the office during such time only as the director or officer in whose place he/she is

appointed would have held office if he/she had not been removed. Notice shall be given in writing of the intent before the meeting at which the matter will be discussed.

Nomination

8. Any member of the Association who wish to have someone nominated by the Nominating Committee (NC) may do so by submitting the name to the NC.

   8a. All nominations whether submitted by members to the NC, by the MC to the membership or by members from the floor at the AGM, must be accompanied by the assurance that the person nominated has confirmed willingness to serve in the position if elected.

Elections

9. All elections shall be voted on by show of hands

   9a. The candidate for any office position who obtains the highest number of votes will be elected.

   9b. If there is a tie vote, the chairperson shall cast the deciding vote.

   9c. In the event that a member of the BOD resigns the positions or leaves the Association, the BOD may appoint a member to fill the vacancy thus created for the unexpired portion of the term.

Director's Meetings

10. Meetings of the BOD shall be held as often as the business of the Association may require and shall be called by the President. Written or oral notice should be given of the time and place of the meeting within a reasonable time before the meeting.

    10a. The chairperson, as a member of the BOD, shall have no vote except in case of a tied vote.

11. It is expressly declared that the BOD and the Officers of NSAETA shall serve in these capacities without renumeration and no member of the Association shall benefit personally for his membership. In the event of dissolution of NSAETA, all accumulated funds and property of the Association shall be transferred to charitable organizations of similar aims as directed by the membership at a general meeting.

    11a. It is also expressly declared that NSAETA may not exceed debt about balance on hand and shall not borrow money for any reason.

Powers of Directors



12. The management of the activities of the NSAETA shall be vested in the directors who in addition to the powers and authority given to them in these By-Laws, shall conform to any regulation or directions that may, from time to time, be imposed upon them by membership at the general meeting.

    12a. The BOD shall annually appoint Interim Chairpersons for committees, to carry out specific activities for the Association.

Duties of Officers

13. President shall provide general direction to the affairs of the Association, implement the requirements of these By-Laws, represent the NSAETA to outside agencies as required and shall preside over annual, special and monthly meetings. The President shall be one of the signing authorities for financial transactions of the Association.

    13a. Vice-President: The Vice-President shall act on behalf of the President when the President is unavailable. The Vice-President shall be another signing authority for the financial transactions. The Vice-President shall be responsible for arranging the program of presentations to follow the business portion of the monthly meetings.

    13b. Recording Secretary: The Recording Secretary shall record the proceedings of the annual, monthly and special meetings of the Association. The recording Secretary shall prepare a written copy for approval by the President and general membership. The Recording Secretary shall receive and catalogue all correspondence addressed to the Association, inform the President of items requiring action and those of general interest. The Recording Secretary shall reply to to correspondence on behalf of the Association.

    13c. Treasurer: The Treasurer shall have custody of all funds and accounts for the Association. They shall maintain complete and accurate books of accounting and shall create at least one Bank Account. The Treasurer shall distribute to the members present at meetings an itemized account of all receivables and expenses to date and any unpaid invoices with balance on hand. Should the Treasurer not be able to attend a meeting, they will forward their report to a member of the executive. With the help of the executive, the Treasurer shall prepare a budget for the next fiscal year for approval by membership at the AGM and deliver a report for the finances for the past 12 months. Payment will be issued on non-budgeted items only if prior approval is voted on by members.

    The Treasurer shall collect membership dues and issue membership cards on behald of the Association. An up-to-date register of members of the Association will be prepared with the following particulars:

    1. Full name, mailing address, civic address, phone number, email'
    2. The date of joining
    3. The date of ceasing to be a member

4. Complete application form
5. Provide list of members for Board of Directors

13d. Property Manager: The Property Manger shall be charged with the custody, care and proper use of all Association real property. Including but not limited to: buildings, engines, tractors, other artifacts, vehicles, tools, and equipment. The Property Manger shall advise the BOD on all matters pertaining to the custody, maintenance, upgrade and use of items under his charge and shall implement all policies and direction given by the BOD with respect to the items under his charge. The Property Manager shall prepare a maintenance budget for the coming year to be incorporated into the Treasurers' proposed budget. The Property Manager shall act as chairman of the Building Committee.

Shows and Displays

14. Members are encouraged to display engines and associated equipment at Association sponsored events.

14a. Each Association sponsored event shall have a designated coordinator. This person shall see that the safety rules are enforced to comply with the association insurance policy.

14b. The event coordinator shall be the liaison officer with other displays going on at the same event.

Account Review

15. The President or the Treasurer will out forward a name of a person at the August meeting to conduct an account review prior to the AGM. This person may be a member or a nonmember and should have some knowledge of accounting. His/her report will be part of the Treasurer's annual report.

15a. The financial instruments and account documents executed on behalf of the Association shall require two signatures, that of the Treasurer plus that of either the President or Vice-President.

Insurance

16. The Nova Scotia Antique Engine and Tractor Association shall carry liability insurance of $2,000,000.00

16a. Other associations' activities held in conjunction with NSAETA must be covered by their own insurance.



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Safety Guidelines

17. The Nova Scotia Antique Engine and Tractor Association must have a set of Safety Guidelines. The Guidelines are to be displayed at all Association sponsored events. The Health & Safety Committee shall review the Safety Guidelines annually.

Miscellaneous

18. The motto of NSAETA is: "Power from the Past"

18a. The logo of the NSAETA is a black and white print of a Lloyd Farm Engine as shown below:

18b. The Master copy of these By-Laws shall be held in the custody of the Recording Secretary who shall be responsible for entering into amendments which may by called for as a result of a special resolution(s) passed at the AGM. The resolution and date as contained in the minutes shall be entered in the master copy with each amendment.

18c. Working copies of these By-Laws shall be held by the President, Vice-President, Recording Secretary, Treasurer and posted on the NSAETA web site.

18d. With the cost of mail a copy of the by-laws will be posted on the bulletin board in the club house. If a copy is requested by a member, first ask if you would like to have a copy. If you have an email, it can be sent that way. The books and records of NSAETA may be inspected by any member at the registered office of NSAETA at any reasonable time by appointment made at least three days in advance with the Recording Secretary or Treasurer as appropriate.

18e. Social media is very active and should be in a positive manner. It should reflect the integrity of the said group (NSAETA).

Committee:
Building Committee
By-Laws Committee
Display & Archives
Exhibition Committee
Health & Safety Committee



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Membership Committee
Nominating Committee
Offsite Events Committee
Pulling Committee
Summer Shows Committee

[i] A spouse is defined as a partner who one co-habitats within marriage or as if married.