



Clan Sinclair

ASSOCIATION (CANADA) "CSAC"

Early Names: Sancto Clare, Saint Clair, Saint Clare
Modern Names: Sinclair, St. Clair, Sinclare, Sinkler
Sept Names: Budge, Caird, Clouston, Clyne, Flett, Gallie, Linkletter, Lyall, Mason, Moar, Purdie and Snoddy.



Patron: The Right Honourable Malcolm Ian Sinclair P.C.
The Earl of Caithness; Hereditary Chief of Clan Sinclair

CONSTITUTION and BY-LAWS

Constitution

ARTICLE I

1.1 Name: This organization shall be known as the

"Clan Sinclair Association (Canada)"

hereinafter referred to as the Association.

ARTICLE II

2.1 Objects: The Objects of the Association shall be:

- 2.1.1 - Non-sectarian and non-political.
- 2.1.2 - The acquisition, compilation, preservation and distribution of information of historical interest and value, particularly Canadian, which concern those who may be considered to be, by birth, marriage or adoption, a part of Clan Sinclair.
- 2.1.3 - The fostering and preserving of connections with members and with other Associations of Clan Sinclair throughout the world.
- 2.1.4 - The collection, preservation and publication of the records, traditions, and genealogies of Clan Sinclair as well as biographical notes, stories or legends pertaining to any member past or present of Clan Sinclair.
- 2.1.5 - The cultivation of fellowship among the members of the Association.
- 2.1.6 - The maintenance the presence in Canada of Clan Sinclair through the official membership roll.

ARTICLE III

3.1 Amendment: This Constitution or its By-Laws may be amended at any General Meeting of the Association provided that:

- 3.1.1 - A Notice of Motion setting out the proposed amendment has been sent to all members who are eligible to vote not less than sixty (60) days prior to the date of any such meeting. Such Notice may be sent by mail or by e-mail.
- 3.1.2 - For any amendment to carry, fifty percent (50%) of votes plus one vote must be in favour of such amendment.

By-Laws

1. MEMBERSHIP

1.1 Qualifications

- 1.1.1 - All persons bearing the surname of Sinclair or any of its septs, however spelled, shall be eligible for membership in the Association.
- 1.1.2 - Persons and descendants having such surnames on the female side and the descendants of any such persons shall be entitled to become members of the Association.
- 1.1.3 - Others who have an interest in the objects of the Association may also be admitted to membership.

1.2 Application for Membership

- 1.2.1 - Application for membership in the Association may be made through the Secretary.
- 1.2.2 - Applications for membership shall be approved by the President and Secretary.

1.3 Classes of Membership

- 1.3.1 - Members must be at least 18 years of age to qualify for membership in the Association. They may be enrolled as a Single member or may be enrolled as a Family member consisting of a parent and all persons under the age of 18 years of age living in the same household.
- 1.3.2 - Honourary members are those who have made outstanding contributions to the Association in particular, or to Clan Sinclair in general. A majority vote of a General Meeting must approve such a proposal.

1.4 Payment of Membership Fees

- 1.4.1 - Fees for members are due on the first day of January of each calendar year and are applicable for the ensuing year. Honourary members are not required to pay annual dues.
- 1.4.2 - Members failing to pay their required fees within six months of the due date will be deemed to be not in good standing and may forfeit their right to hold office or to vote in any proceedings of the Association until outstanding fees are paid.
- 1.4.3 - Members who are one or more years in arrears may, by resolution of the President and Secretary, have their names removed from the membership roll.
- 1.4.4 - Members who have had their names removed from the membership roll in accordance with paragraph 1.4.3 (above) may be subsequently re-admitted to membership in the Association on payment of all arrears.

2. MEETINGS OF THE ASSOCIATION

- 2.1.1 - A General Meeting shall be held every four (4) years at a time and place as determined by the Officers.
- 2.1.2 - General Meetings may be called with written notice by mail or by e-mail to all members sixty (60) days in advance of such meeting.

- 2.1.3 - Upon a request in writing by 20 percent of the current membership, the Officers, in a timely fashion, shall call a Special General Meeting giving the usual notice and adequate information concerning the issues to be raised.
- 2.1.4 - A quorum shall consist of the President or designated Officer, plus five (5) members in good standing.
- 2.1.5 - Members, including honorary members, shall be entitled to one (1) vote each.
- 2.1.6 - Elections of officers shall be held at a General Meeting at or following the expiration of the officers' terms

3. OFFICERS AND THEIR DUTIES

3.1 Officers

- 3.1.1 - The officers of the Association shall be:
 - Immediate Past President
 - President
 - Vice-President
 - Secretary
 - Treasurer
- 3.1.2 - Officers shall be duly elected by the members as prescribed by these by-laws for a term of four (4) years.
- 3.1.3 - The Officers shall meet as required from time to time. The Officers shall be charged with the responsibility of managing the affairs and funds of the Association. The decisions of Officers on Association matters shall be by a show of hands.
- 3.1.4 - Unfulfilled terms of Officers may be filled by appointment by the President but at the next General Meeting, the position so appointed shall be elected.
- 3.1.5 - Should the office of President become vacant, the Vice-President shall fill the office of President until a General Meeting is called to elect a new President.
- 3.1.6 - Officers may be removed from office upon a request from members as prescribed in Section 2.1.3. An Officer shall be considered to have been removed from office if two-thirds of the members vote for such removal.

3.2 Duties of Officers

- 3.2.1 - The President shall preside at all meetings of Officers and members. The President shall be responsible for managing the activities of the Association including those assigned to the other Officers.
- 3.2.2 - The Vice-President shall be responsible for managing the Association's matters as directed by, or in the absence of, the President
- 3.2.3 - The Secretary shall be responsible for the membership records, collecting and banking the Association dues and distributing by e-mail the newsletter each quarter.
- 3.2.4 - The Treasurer shall be responsible for the collection, spending and custody of all funds of the Association. The Treasurer shall provide current financial reports to the Officers as required and annually to the members.

4. NOMINATIONS AND ELECTIONS

- 4.1.1 - The President shall appoint a Chair of Nominations who in turn shall appoint two other members to form a Nominations Committee to receive and report on a slate of nominations to the membership at least sixty (60) days prior to the date of a general meeting to elect Officers.
- 4.1.2 - The Nominations Committee will receive nominations for the appointments to be filled. Nominations shall only be made of those Members who have indicated a willingness and desire to act in the office for which they are nominated.
- 4.1.3 - The slate of nominees shall be published to members who are eligible to vote at least sixty (60) days prior to the election.
- 4.1.4 - Nominations may be received from the floor on the date of the General Meeting.
- 4.1.5 - Elections shall be held at a General Meeting when the terms of Officers have expired.
- 4.1.6 - Voting shall be by secret ballot delivered to two scrutineers. Ballots by proxy shall be permitted provided that such proxy ballots have been delivered to the Secretary in the presence of the scrutineers prior to the meeting.

/ END \

Secretary's Note:

The Constitution & By-Laws as exhibited herein were amended and approved by a quorum of Members present at the CSAC General Meeting on July 12, 2016 in Baddeck, Nova Scotia.

George D. Sinclair
 Secretary
 Clan Sinclair Association (Canada)
 P.O. Box 302, 332 Birch Acres Drive
 Honey Harbour, ON CA P0E 1E0
 E-mail: george@clansinclair.ca
 Tel. 705 756-8889