



## BYLAWS

### BYLAW 1 – BOUNDARIES

- 1.01 The Queen Elizabeth Exhibition Haultain Community Association shall include the following areas in the City of Saskatoon:
- The area south of 8th Street between Broadway Avenue and Clarence Avenue extending south to Taylor Street (West Haultain neighbourhood);
  - The area south of Taylor Street between Melrose Avenue and Clarence Avenue extending south to Ruth Street (Queen Elizabeth neighbourhood); and
  - The area south of Taylor Street between St. Henry Avenue and Melrose Avenue extending south to Ruth Street and south of Ruth Street between Lorne Avenue and the extension of St. Henry Avenue extending south to the City limits (Exhibition neighbourhood).

### BYLAW 2 – PURPOSE AND OBJECTIVES

- 2.01 The Purpose of the Association is to make the community a better place in which to live; to instill a sense of community; and to work to enhance the quality of life of all people in the neighbourhoods.
- 2.02 The above stated Purpose will be fulfilled through the following Objectives:
- To promote and assist in the recreational, educational and social programs of the residents in the neighbourhoods;
  - To work in cooperation with the City of Saskatoon, Community Services Department;
  - To work in conjunction with other organizations and agencies;
  - To promote and carry out activities (for which funds may be raised) that further the Purpose of the Association.
- 2.03 The Association shall be non-sectarian, non-partisan, and non-commercial in all its relationships. The name of any member in his or her official capacity shall not be used in connection with any political interests or with any commercial group or its products or for any other purpose than the regular work of the Association.

### BYLAW 3 – GOVERNANCE

- 3.01 All affairs concerning the operation of this organization shall be bound by the Articles of Incorporation, Bylaws, Policies and Resolutions.
- 3.02 The Board of Directors shall consist of the following positions:
- President
  - Vice President
  - Past President (non-elected)
  - Secretary
  - Treasurer
  - Directors-at-Large (up to 20)
- 3.03 All Directors must reside within the boundaries of the Community or have children who attend one of the schools in the Community. A Director who moves out of the Community, while in office, may complete the Membership year but must relinquish the position by August 31 of that year.
- 3.04 The Community Consultant of the City of Saskatoon Community Services Department shall be an Ex Officio Director and shall not have voting privileges.
- 3.05 In the event of any dispute as to the meaning of any Article, Bylaw Policy or Resolution, the interpretation of the Directors shall be final and binding.



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## **BYLAW 4 – POWERS OF THE BOARD**

- 4.01 The Board shall be responsible to the membership and have power on behalf of the membership to do all things necessary for the achievement of the Objectives of the Association and, without restricting the generality of the foregoing, be empowered to:
- Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well-being and advancement of the Objectives of the Association;
  - Decide to commence or discontinue any form of program or activity being conducted under the auspices of the Association;
  - Appoint committees and assign their responsibilities, authorities and duration;
  - Accept any resignation and appoint any member to fill any vacancy occurring for the balance of the term;
  - Ensure the Association operates on a non-political, non-sectarian basis;
  - Ensure that the Objectives of the Association are carried out without pecuniary gain to its members and that any profits are used in promoting its Objectives.
  - Where deemed necessary, subsidize the fees for activities.
  - Make rules and regulations regarding the use of the Association's facilities and equipment;
  - Suspend any member from the Association for infraction of rules and regulations of the Association;
  - Expel any member for unbecoming conduct, or failure to carry out his/her duties as an elected officer, or infraction of any rules and regulations of the Association, or who is absent for the three consecutive meetings without having given satisfactory explanation to the President.
- 4.02 All questions before the Board shall be determined by majority vote, subject to the following:
- In the event of a dead-lock, the President shall have a deciding vote;
  - In the event of a suspension of members or the removal of a Director, any vote must include seventy-five (75%) percent of the Directors, who are present at that meeting.
- 4.03 Any Director who, for any reason shall cease to hold office, shall turn over to the Directors all documents, records, books, funds and other property of the Association within two weeks.

## **BYLAW 5 – MEETINGS**

### **ANNUAL GENERAL MEETING**

- 5.01 The Annual General Meeting shall be held in October of each year and shall be open to all residents within the boundaries of the Community, in accordance with the Saskatchewan Non-Profit Corporations Act 1995, and its regulations.
- 5.02 The reviewed financial statement shall be presented at the Annual General Meeting
- 5.03 Not less than ten (10) members shall constitute a quorum at the Annual General Meeting
- 5.04 The order of business for the Annual General Meeting shall include the following:
- Call to order
  - Approval of Agenda
  - Minutes of the previous Annual General Meeting to be read and adopted
  - Business arising from Minutes of previous Annual General Meeting
  - Correspondence
  - Reports of the Board and Committees
  - Presentation of Annual Financial Statement
  - Presentation of Annual Budget
  - New Business
  - Election of Directors
  - Adjournment



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### SPECIAL GENERAL MEETINGS

- 5.05 Special General Meetings may be called by the Directors at any time they deem it necessary, for any purpose;
- 5.06 Special General Meetings shall be called whenever requested in writing and signed by not less than twenty (20) members.
- 5.07 Requests must state clearly the nature of the business to be transacted. No other business may be carried out;
- 5.08 Special General Meetings must be held within fifty (50) days of receipt of the request;
- 5.09 Quorum at Special General Meeting shall be not less than fifteen (15) members.

### BOARD MEETINGS

- 5.10 May be held monthly at the discretion of the Directors;
- 5.11 Shall be open to all residents within the boundaries of the Community but presentation of motions and voting rights shall be restricted to elected or appointed Directors;
- 5.12 One third of the filled Director positions shall constitute a quorum.

### NOTICE OF MEETINGS

- 5.13 Notice of Annual and Special General Meetings shall be provided to all residents of the Community in a manner deemed reasonable by the Directors not less than fifteen (15) days and not more than fifty (50) days before the meeting.
- 5.14 Notice of Annual General Meetings shall include the proposed agenda, the list of nominations for Director positions and information about proposed amendments to the Articles of Incorporation and/or Bylaws.

### METHODS OF MEETING

- 5.16 Meetings may be held in person or by means of telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

### **BYLAW 6 – VOTING**

- 6.01 The general business of the Association shall be decided by a majority vote of members present at the meeting, by a show of hands with the following exceptions:
  - Amendments to the Articles of Incorporation must be passed by at least a two-thirds (2/3) majority of those members present; and
  - Election of the Directors shall be by secret ballot upon the request of any one member.
- 6.02 In the event of a dead-lock, the President shall have the deciding vote.
- 6.03 Every member in good standing (18 years of age or older) is entitled to one vote. There shall be no proxy vote.

### **BYLAW 7 – ELECTION OF DIRECTORS**

- 7.01 Election of Directors shall be held during the Annual General Meeting of the Association.
- 7.02 All members, who are eighteen (18) years of age or older at the time of the Annual General Meeting, shall be eligible to take office or be a candidate for office.
- 7.03 There may be a Nominating Committee of three (3) members appointed by the Directors. The Nominating Committee shall prepare a list of those who have consented to let their names stand for election at the Annual General Meeting. Nominations will also be accepted from the floor at the Annual General Meeting.
- 7.04 The Directors shall be elected to office for a two (2) year term. The terms of Vice President, Secretary, and up to ten Directors-at-Large shall expire in even years. The terms of President, Treasurer and up to ten other Directors-at-Large shall expire in odd years.
- 7.05 The position of Past President shall be for up to a two-year term.



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### **BYLAW 8 – FISCAL YEAR AND FINANCIAL AFFAIRS**

- 8.01 The fiscal year of the Association shall be July 1 to June 30.
- 8.02 All fees, revenue and grants payable to the Association shall be kept in an account in the name of the Association at such a bank as the Directors may determine, and all financial obligations incurred by the Directors in the name of the Association shall be paid.
- 8.03 An auditor or accountant, who is not a Director, shall be appointed by the Directors each year to examine all books and records of the Association and prepare a financial statement for the Annual General Meeting.
- 8.04 An annual reviewed financial statement shall be signed by the Treasurer and one other Board member and approved by the Board, before being presented at the Annual General Meeting.
- 8.05 A written financial statement shall be presented at each meeting of the Directors.
- 8.06 All expenditures over \$100.00 shall be submitted to the Board for prior approval.
- 8.07 All expenditures over \$3000.00 shall be approved at a General Meeting of the membership.
- 8.08 All property of the Association shall be the responsibility of the Directors, who shall ensure that a correct inventory of property is kept.
- 8.09 Activity fees shall be determined by the Directors and shall be paid participating in each activity.

### **BYLAW 9 – PLEDGING OF CREDIT**

- 9.01 No Director, nor member of the Association, shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association, wherein the Association is or will be obligated, until such commitment has been approved by the Directors.

### **BYLAW 10 – SIGNING AUTHORITY**

- 10.01 All cheques drawn upon the Association bank account and all legal papers and contracts must be signed by the Treasurer and one of two other Directors appointed at the Annual General Meeting, each of whom shall have signing authority.
- 10.02 All electronic transfers drawn upon the Association bank account must be initiated by the Treasurer and approved by one of the other two Directors appointed at the Annual General Meeting, each of whom shall have signing authority.
- 10.03 No two Directors, who reside in the same household or are related, shall be authorized to both have signing authority.

### **BYLAW 11 – COMMUNICATIONS**

- 11.01 The Association shall communicate with its membership on a regular basis to inform all of the ongoing affairs and events of the Association.

### **BYLAW 12 – DISPUTES, LIABILITIES AND INSURANCE**

- 12.02 Neither the Directors nor any member of this Association shall be held personally liable for any debts, liabilities or legal action brought against the Association.
- 12.03 A member shall not be liable in his/her individual capacity for any debt or liability of the Association.
- 12.04 The Association shall carry adequate insurance, as required by the City of Saskatoon, as well as any other insurance deemed necessary by the Directors.

### **BYLAW 13 – AMENDMENTS**

- 13.01 Proposed amendments to the Articles of Incorporation must be made in writing and presented to the Directors sixty (60) days before to the Annual or Special General Meeting.
- 13.02 Full details of the proposed amendments to the Articles of Incorporation must be sent out in the notice of the meeting.
- 13.03 Any amendments must receive at least two-thirds (2/3) of the votes cast before it shall be passed.



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13.04 The Directors may amend any Bylaw by majority vote at any time but the amendment must be ratified at the Annual General Meeting.

**BYLAW 14 – ASSOCIATION CODE OF CONDUCT**

14.01 The Association is committed to providing an environment free of abuse, discrimination, and harassment because of any characteristics covered by Saskatchewan Human Rights legislation. This Code will apply to all Directors, volunteers, instructors, coaches, and participants and parents.

14.02 The Association believes that those involved in the Association activities shall reach for the ideals of a strong community that include:

- Respect for the rules of the sport or activity involved
- Respect for officials, coaches, volunteers and acceptance of their decisions
- Respect for other participants
- Concern for equal opportunity and participation
- Dignity under all circumstances
- Respect for the rules of Fair Play and principles of sportsmanship as defined by
  - Children in Sport, A Guide for Parents – Fair Play Code for Parents (Attachment 1)
  - True Sport Principles (Attachment 2)
- Zero tolerance for abusive or threatening language/behaviour

14.03 Any individual, who believes that a breach of this Code has occurred, may file a complaint with the Directors. Such complaint may be verbal (if informal) or in writing (formal). Any formal complaints will be dealt with by a quorum of the Directors within 30 days of receipt.

14.04 The Directors will work to rectify the situation with the parties involved. This could include removal of the individual/family from activities of the Association as a volunteer, instructor, coach, observing parent, participant, or Director for up to two years.

*These Bylaws were enacted by the Queen Elizabeth Exhibition Haultain Community Association Corporation on the 5<sup>th</sup> day of October, 2021.*

**President:**

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**(Name)**

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**(Signature)**

**Secretary or Treasurer:**

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**(Name)**

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**(Signature)**

