

received March 2011  
revised date unknown  
effort date

# Lawson Heights Community Association Constitution

## ✓ Article 1 - Preliminary

- 1.01 Unless the context otherwise requires, words importing the singular include the plural and words importing the masculine gender include the feminine.
- 1.02 In the event of any dispute as to the meaning of any bylaw or resolution heretofore or hereafter passed, the interpretation of the Board of Directors shall be final and conclusive.

## ✓ Article 2 - Name

- 2.01 The name of this organization shall be: The Lawson Heights Community Association, Hereinafter called "The Association".

## ✓ Article 3 - Community Boundaries

- 3.01 The Lawson Heights Community Association shall include all of the area that lies within these boundaries: In the City of Saskatoon, Saskatchewan: Bounded on the north by Lenore Drive and on the west by Warman Road and on the east by the Saskatchewan River and on the south by Primrose and Pinehouse Drives, including that area bounded on the west by Saguenay Drive and on the south by, but not including Sandy Court.

## ✓ Article 4 - Objectives

- 4.01 To promote and assist in the educational, recreational and social welfare of the families in the community and to develop the material resources of the community.
- 4.02 To promote, develop and organize education, recreation and social programs, facilities and sites by:
  - (a) working in cooperation with the City of Saskatoon Leisure Services Department,
  - (b) working in conjunction with other organizations,
  - (c) raising funds for carrying out and furthering the Associations objectives.

## ✓ Article 5 - Membership

- 5.01 Membership shall be open to any individual or family upon payment of the required fees.
- 5.02 Membership fees shall be paid annually at a date not later than stipulated by the Board of Directors. These fees shall be set annually by the Board of Directors.
- 5.03 Any individual or an individual in a family that has paid the required fee shall be considered a member in good standing.
- 5.04 Any individual or family failing to pay the required fee shall cease to be members, but may reapply.
- 5.05 Membership cards shall be issued.
- 5.06 A member is not liable in his individual capacity for any debt or liability of the Association.

## Article 6 – Board of Directors

6.01 The business of the Association shall be managed by a Board of Directors; known hereinafter as the Board; which shall be composed of not less than 8 and not more than nineteen (19) directors:

President  
 Vice President  
 Past President  
 Director of Finance  
 Director of Communications  
 Director of Membership  
 Director of Social  
 Director of Education  
 Director of Rink Facilities  
 Director of Ball  
 Director of Outdoor Soccer  
 Director of Indoor Soccer  
 Director of Indoor Programs  
 Director of Public Relations  
 Director of Community Development  
 Director at Large (2)  
 Director of Volunteers  
 Director of Basketball

6.02

Board members must attend all meetings of the association or submit a written report in their absence. Refer to article 7.01 (e).

6.03

The duties of the Board shall be as follows:

1) PRESIDENT shall:

- (a) Preside at all meetings of the Association
- (b) Be an ex officio member of all committees.
- (c) Act as a signatory on documents and cheques drawn on Association funds, as required in the conduct of the Association affairs.
- (d) Be liaison officer between the Association and various government officials.
- (e) Be responsible for ensuring all corporation papers are filed annually.
- (f) Perform such other duties as ordinarily pertain to this office.

2) VICE PRESIDENT shall:

- (a) Coordinate, review and update Association Constitution and Bylaws.
- (b) Assist the President in filing annual corporation papers.
- (c) Chair meetings in the absence of the President.
- (d) Perform such other duties as usually pertain to the office of Vice President.

3) PAST PRESIDENT shall:

- (a) Chair nominations committee to ensure full slate of community volunteers.
- (b) Perform such other duties as usually pertain to the office of Past President.

4) DIRECTOR OF FINANCE shall:

- (a) Be Treasurer of the Association and keep regular books and records of the Association finances.

- (b) Present the financial statement at the annual general meeting or when requested to do so by the Board.
  - (c) Act as signatory on documents and cheques drawn on the Association funds, as required in the conduct of the Association affairs.
  - (d) Coordinate and present annual budgets of revenues and expenses for the forthcoming year.
  - (e) Perform such other duties as usually pertain to the office of Treasurer.
- 5) DIRECTOR OF COMMUNICATIONS shall:
  - (a) Record and preserve the minutes of all meetings of the Association.
  - (b) Record attendance of Directors at Board meetings.
  - (c) Prepare and send out notice of all meetings of the Association.
  - (d) Perform such other duties as usually pertain to the office of Secretary.
- 6) DIRECTOR OF MEMBERSHIP shall:
  - (a) Be responsible for coordinating the annual membership drive.
  - (b) Be responsible for maintaining and updating the membership list.
  - (c) Perform such other duties as usually pertain to the office of Membership.
- 7) DIRECTOR OF SOCIAL shall:
  - (a) Be responsible for organizing social activities on behalf of the Association.
  - (b) Coordinate sub committees as deemed necessary.
  - (c) Perform such other duties as usually pertain to the office of Social.
- 8) DIRECTOR OF EDUCATION shall:
  - (a) Be the liaison officer between the principal or staff representative of the schools within the Association boundaries and the Association.
  - (b) Be the liaison officer between the home and school associations within the Association boundaries and the Association.
  - (c) Be the Care & Share coordinator as long as the program is in effect.
  - (d) Perform such other duties as usually pertain to the office of Education.
- 9) DIRECTOR OF RINK FACILITIES shall:
  - (a) Coordinate all outdoor program activities.
  - (b) Be responsible for the coordination of all special events of the outdoor program.
  - (c) Coordinate sub committees as deemed necessary.
  - (d) Coordinate the convenors that work with citywide recreation and sport groups in establishing outdoor programs within the Community Association.
  - (e) Perform such other duties as usually pertain to the office of Rink Facilities.
- 10) DIRECTOR OF BALL shall:
  - (a) Coordinate all outdoor program activities.
  - (b) Be responsible for the coordination of all special events of the outdoor program.
  - (c) Coordinate sub committees as deemed necessary.
  - (d) Coordinate the convenors that work with citywide recreation and sport groups in establishing outdoor programs within the Community Association.
  - (e) Perform such other duties as usually pertain to the office of Ball.

## 11) DIRECTOR OF OUTDOOR SOCCER shall:

- (a) Coordinate all outdoor program activities.
- (b) Be responsible for the coordination of all special events of the outdoor program.
- (c) Coordinate sub committees as deemed necessary.
- (d) Coordinate the convenors that work with citywide recreation and sport groups in establishing outdoor programs within the Community Association.
- (e) Perform such other duties as usually pertain to the office of Outdoor Soccer.

## 12) DIRECTOR OF INDOOR SOCCER shall:

- (a) Coordinate all recreation programs being conducted in the schools in cooperation with the Leisure Services Department and the School Boards.
- (b) Be responsible for the coordination of all special events requiring indoor facilities.
- (c) Coordinate sub committees as deemed necessary.
- (d) Perform such other duties as usually pertain to the office of Indoor Soccer.

## 13) DIRECTOR OF INDOOR PROGRAMS shall:

- (a) Coordinate all recreation programs being conducted in the schools in cooperation with the Leisure Services Department and the School Boards.
- (b) Be responsible for the coordination of all special events requiring indoor facilities.
- (c) Coordinate sub committees as deemed necessary.
- (d) Perform such other duties as usually pertain to the office of Indoor Programs.

## 14) DIRECTOR OF PUBLIC RELATIONS shall:

- (a) Be responsible for the preparation of the newsletters. The number of newsletters per year will be set by the Board.
- (b) Work in close cooperation with other Directors to publicize community activities.
- (c) Perform such other duties as usually pertain to the office of Public Relations.

## 15) DIRECTOR OF COMMUNITY DEVELOPMENT shall:

- (a) Be the liaison between the Association, city groups and other Associations pertaining to civic issues.
- (b) Perform such other duties as usually pertain to the office of Community Development.

## 16) DIRECTOR OF VOLUNTEERS shall:

- (a) Coordinate recruitment of volunteers to Association.
- (b) Perform such other duties as usually pertain to the office of Volunteers.

## 17) DIRECTOR OF BASKETBALL shall:

- (a) Coordinate all recreation programs being conducted in the schools in cooperation with the Leisure Services Department and the School Boards.
- (b) Be responsible for the coordination of all special events requiring indoor facilities.
- (c) Coordinate sub committees as deemed necessary.
- (d) Perform such other duties as usually pertain to the office of Basketball.

## 18) DIRECTORS AT LARGE shall:

- (a) Perform such duties as assigned from time to time.
- 6.04 All cheques drawn upon the Associations; bank account, as well as, all legal papers and Contracts shall be executed on behalf of the Association by the President or in his/her absence, the Vice President and countersigned by the Director of Finance.
- 6.05 Meetings of the Board may be held at any time upon reasonable notice and at the call of the President. There shall be minimum of six (6) meetings per fiscal year.
- 6.06 At least 70% of the Board members shall reside within the Community Boundaries as defined in Article 3.

**Article 7 – Powers of the Board of Directors**

- 7.01 The Board shall have power to do all things necessary for the successful operation of the Association, and without restricting the generality of the foregoing, be empowered to:
- (a) Administer the funds of the Association, including approval of all fund raising projects, in such manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association.
  - (b) Decide to commence any new form of activity or sport considered desirable and likewise to discontinue any form of activity or sport being conducted under the auspices of the Association.
  - (c) Expel from the Association any member for infraction of the rules and regulations of the Association.
  - (d) If holding office, remove from the Board of Directors any officer for failure to properly carry out his duties as such officer.
  - (e) Suspend from the Board any member thereof who does not attend three (3) consecutive meetings of the Board without having submitted a written report to the President prior to each missed meeting.
  - (f) Accept any resignation and appoint any member of the Association to fill any vacancy occurring on the Board until the next Annual General Meeting at which time an election will be held to appoint an officer to complete the balance of the term, if any, of the retiring officer.
  - (g) Ensure that the objectives of the Association be carried out and that the Association is operated on a non-political and non-sectarian basis. The objectives of the Association shall be carried on without pecuniary gain to its members and that any profits or other accretions shall be used in promoting its objectives.
  - (h) Notwithstanding any other provisions of the Constitution appoint committees, either standing or temporary, assign their duties, powers and duration thereof.
  - (i) Make such rules and regulations regarding the use of Association facilities as they may deem necessary.
- Quorum* 7.02 Six (6) members shall constitute a quorum to conduct business meetings of the Board.
- 7.03 All questions before the Board shall be determined by majority vote and in the event of a deadlock, the President shall have an additional tie breaking vote.
- 7.04 Any member of the Board who shall, for any reason, cease to hold office shall turn over to the Board all documents, records, books, funds or Association property.

**Article 8 – Meetings**

- 8.01 There shall be at least one (1) meeting of the Association in each calendar year. One (1) meeting being the Annual General Meeting.
- 8.02 The Annual General Meeting shall be held during the month of November and the date of such meeting shall be fixed by the Board.
- 8.03 In addition to the Annual General Meeting, Special Meetings of the Association shall be held in the following circumstances:
- (a) When deemed advisable by the Board.
  - (b) When requested by written requisition signed by not less than <sup>thirteen</sup> ~~twenty~~ (20) voting members. The requisition must clearly state the nature of the business proposed to be transacted at such meeting. The meeting shall be held not less than ~~twenty~~ (20) and not more than thirty (30) days of receiving such requisition.

All notices respecting Special Meetings shall state specifically the business proposed to be discussed at such Special Meeting and no other business, other than that specified in the notice shall be transacted.

- 8.04 Not less than <sup>6</sup> ~~twenty~~ (20) voting members shall constitute a quorum at the Annual General or any Special Meetings of the Association.
- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, or upon the call of any member who had signed a requisition upon which the directors had failed or neglected to act, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place; and if at such adjourned meeting a quorum is not present, the members present, if at least five (5), shall be a quorum.
- 8.05 Notice of the time and place of the Annual General or Special Meetings must be given by sending to the members of the Association, a notice in writing, delivered by postage or by personal delivery. This notice must be given no later than fifteen (15) days before the date of the said meeting.
- 8.06 Order of Business of Meetings:
- (a) Call to order and adopt the agenda.
  - (b) Reading of the minutes.
  - (c) Matters arising out of the minutes.
  - (d) Correspondence
  - (e) Report of Board of Directors
  - (f) Director of Finance Report
  - (g) Report of Committees
  - (h) Nominations, elections, and appointments.
  - (i) Unfinished business
  - (j) New business
  - (k) Adjournment

Any procedure or order of business not covered hereto shall be governed by Bourinot's Rules of Order.

### Article 9 – Voting

- 9.01 Every member in good standing, eighteen (18) years of age or over is entitled to one (1) vote with a maximum of two (2) votes per family. There shall be no voting by proxy.
- 9.02 The business of the Association shall be by majority vote of voting members present at the meeting as indicated by a show of hands with the exception of:
- (a) Amendments to the Constitution, which must be, passed by at least two-thirds (2/3) majority of those members present.
  - (b) Election of officers which shall be by secret ballot.
  - (c) A motion to destroy all ballots shall be made prior to the conclusion of the meeting.
  - (d) In the event of a tie vote the chairperson shall have in addition to his/her vote the tie-breaking vote.

9.9

Article 10 - Nominating Committee

- 10.01 The Nominating Committee shall be responsible for seeking new nominations just prior to the Annual General meeting.
- 10.02 The committee shall fully recognize the need for comprising a well-balanced slate of officers.
- 10.03 The proposed slate of candidates shall be put forward by the Nominating Committee at the Annual General Meeting for elections and any additional nominees shall be received from those members in attendance.

Article 11 - Elections

- 11.01 Not more than one half (1/2) of all current Directors shall be retired annually. This is the schedule of positions to be retired in odd years: President, Vice-President, Director of Volunteers, Director of Membership, Director of Social, Director of Education, Director of Ball, Director of Outdoor Soccer and one Director at Large.
- Those remaining positions will be retired in even years.
- 11.02 A member may hold the same office for a maximum of two (2) consecutive terms. A term being two (2) years.
- 11.03 A retiring director shall be eligible for re-election to another office.
- 11.04 Any member in good standing shall be eligible to take office or be a candidate for office.
- 11.05 Elections for all Board members shall occur at the Annual General Meeting.
- 11.06 Election of new Board members shall be by secret ballot unless waived.

51 Article 12 - Credit <sup>5 Financial</sup>

- 12.01 Notwithstanding any other provision of this Constitution, no section or sections of the Constitution shall be deemed to empower or enable the Board or any officer, member, or members of the Association or pledge the credit of the Association or to enter into any contract or agreement on behalf of the Association hereunder the Association is or will become obligated for a sum greater than the existing bank deposits of the Association at that time unless and until commitment has been specifically authorized by a Special Meeting of the Association.

**Article 13 – Accounting**

- 13.01 The year end financial statement shall be prepared, certified by two (2) of the Directors and filed with the Corporations Branch no less than fifteen (15) days prior to the Annual General Meeting.
- 13.02 Notice of availability of the year end financial statement shall be sent to the members fifteen (15) days prior to the Annual General Meeting.
- 13.03 An auditor shall be appointed annually by the Board and approved by the membership at the Annual General Meetings. No member of the Board shall be appointed as auditor or auditors.
- 13.04 The fiscal year of the Association shall be September 1 to August 31.

**Article 14 – Amendments**

- 14.01 Proposed amendments to this Constitution must be in writing and presented to the Director of Communications not less than twenty (20) days prior to the Annual General Meeting of the Association. Full details of the proposed amendments must be sent out in the notice of meeting.
- 14.02 Such amendments shall receive at least two thirds (2/3) of the vote cast and may be by secret ballot if requested by two (2) or more members.
- 14.03 Voting on Constitutional Amendments is restricted to members in good standing who reside within the Community Boundaries as defined in Article 3.

<b>DRAFT</b>	<b>POLICIES &amp; PROCEDURES</b>						
<b>Lawson Heights Community Association</b>	<table border="0"> <tr> <td data-bbox="688 359 873 380"><b>TITLE:</b></td> <td data-bbox="881 359 1422 380"><b>COST AS A BARRIER POLICY</b></td> </tr> <tr> <td data-bbox="688 407 943 428"><b>DATE REVISED:</b></td> <td data-bbox="1073 407 1284 428"><b>June 12, 2007</b></td> </tr> <tr> <td data-bbox="688 443 976 464"><b>DATE EFFECTIVE:</b></td> <td></td> </tr> </table>	<b>TITLE:</b>	<b>COST AS A BARRIER POLICY</b>	<b>DATE REVISED:</b>	<b>June 12, 2007</b>	<b>DATE EFFECTIVE:</b>	
<b>TITLE:</b>	<b>COST AS A BARRIER POLICY</b>						
<b>DATE REVISED:</b>	<b>June 12, 2007</b>						
<b>DATE EFFECTIVE:</b>							

The Lawson Heights Community Association presently subsidizes all programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burden.

#### **Purpose**

To ensure all members of the Lawson Heights Community have the opportunity to access programs offered by the Lawson Heights Community Association despite financial constraints.

#### **Policy**

The Lawson Heights Community Association will review all request for assistance brought forward by families or individuals wishing to participate in activities sponsored by the Association. This will be done in a confidential manner with involvement by the president and one other executive member.

#### **Procedures**

Information on the cost as a barrier policy will be included in the newsletters distributed immediately prior to the fall and winter registrations.

The indoor coordinator or president will review the request for the appointed individuals and recommend financial support made to the community executive at the next available meeting and a inform the executive of the decision made at that time.

The community association will provide support to include the waving of the fee for the program. Families will still be required to purchase a Lawson Heights Community Membership.

Through this initiative, the community association will fund one program per family, per session.

This policy will be reviewed annually in April to determine if the policy should be modified.

#### **Evaluation**

Cost as a barrier is realized through financial support for families who demonstrate a need and through the Community Association maintaining no or low cost program fees.