

The HAZELDEAN COMMUNITY LEAGUE Bylaws

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The HAZELDEAN COMMUNITY LEAGUE Bylaws

ARTICLE 1: NAME

- 1.1. The name of the society and the legal name of the organization will be “Hazeldean Community League”, herein after referred to as “the League”.
- 1.2. The operations of the League are to be chiefly carried on in 9630 – 66 Avenue, Edmonton, in the Province of Alberta.
- 1.3. The League shall be affiliated with the Edmonton Federation of Community Leagues and any other Association as to be determined from time to time.
- 1.4. The League shall be composed of members as hereinafter set out and it shall be governed by a Board of Directors as stated in these Bylaws.

ARTICLE 2: BOUNDARIES

- 2.1. Being a portion of the City of Edmonton, the League will be bounded on the north by the south side of 72nd Avenue, on the south by Argyll Road (also known as 63rd Avenue), on the east by the Mill Creek Ravine, and on the west by 99th Street.

ARTICLE 3: DEFINITIONS

- 3.1. A “Special Resolution” at any meeting, will require a vote of three-quarters (3/4) majority, present in person, in good standing, and will be required by all Bylaw revisions, financial matters, policy issues, or other major issue(s) as specified in these Bylaws.
- 3.2. “Executive” means the executive committee of the League, which shall be comprised of the President, Vice President, Treasurer and Secretary.
- 3.3. “The Board” shall mean The Board of Directors as specified in Article 7.

ARTICLE 4: OBJECTIVES

- 4.1. The objectives of the League are:
 - 1) to provide for the recreation of the members and to promote and afford opportunity for friendly and social activities;
 - 2) to acquire lands by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes;
 - 3) to promote and encourage amateur sport, games and exercises;
 - 4) to provide a meeting place for the consideration and discussion of questions affecting the interests of the community;
 - 5) to carry on a literary and debating club for the discussion of topics of general interest and to encourage the practice of public speaking among its members;
 - 6) to procure the delivery of lectures on social, educational, political, economic and other subjects, and to give and arrange musical and dramatic entertainments;
 - 7) to establish and maintain a library and reading room;
 - 8) to provide all necessary equipment and furniture for carrying on its various objectives;
 - 9) to provide a centre and suitable meeting place for the various activities of the community;
 - 10) generally to encourage and foster and develop among its members a recognition of the importance of agriculture in the national life;
 - 11) to sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

ARTICLE 5: MEMBERSHIP

- 5.1. Any resident within the stated boundaries may be a member upon payment of the membership fee, provided he/she agrees to the objectives, bylaws, and rules of the League.
- 5.2. There will be five categories of membership:
 - 5.2.1. family (any group residing in one household acting as a family unit) with a maximum of two votes per family membership,
 - 5.2.2. single (one individual, from 18 years of age to no older than 59 years of age),
 - 5.2.3. senior (one individual, 60 years of age and over),
 - 5.2.4. associate membership (any business located within the defined boundaries of the League OR any family, senior, single residing outside the defined boundaries may become associate members at the discretion of the Board of Directors. The holder of an associate membership will not be entitled to vote at a general meeting), and
 - 5.2.5. honorary life membership.
- 5.3. Honorary life membership may be conferred upon anyone who has provided substantial service to the League for a number of years, or has made significant, positive contributions to the League. Holder of such membership will be entitled to full membership rights. The decision for presenting life memberships will be at the discretion of the Board of Directors and approved at the Annual General Meeting.
- 5.4. Membership fees will be determined each year at a Board of Directors' Meeting.
- 5.5. The membership year will be from September 1st to August 31st of the following year.
- 5.6. Any member may resign their membership from the League by giving notice in writing to an Executive of the League or by not renewing their membership dues.
- 5.7. Any member may have their membership revoked from the League by Special Resolution at a Board Meeting for any just cause, provided such member is given the opportunity to have a proper hearing among his or her peers prior to the consideration of the Special Resolution. Such member's privileges shall be suspended by The Board pending the outcome of the Special Resolution.
- 5.8. The membership records are confidential and not for sale or general distribution.

ARTICLE 6: NOMINATIONS

- 6.1. Any member in good standing and the age of majority can be nominated for a Board of Directors' position if a member of the League for three (3) months, or if an Executive member transferred from another community league within the Edmonton Federation of Community Leagues.
- 6.2. The candidate for President shall have served in a Board of Director's position for not less than one (1) year.
- 6.3. Any member of The Board may run for any open elected position but must resign their current position upon acceptance of the new position.
- 6.4. No two members from the same household shall occupy Executive positions concurrently.
- 6.5. An associate member may serve on the Board of Directors, providing they carry a membership in their home league and disclose their residency status prior to election or appointment. No more than One-Quarter (1/4) of the Board of Directors can be associate members.

ARTICLE 7: BOARD OF DIRECTORS

7.1. President

The President will:

- preside at all meetings;
- be an ex-officio member of all committees, except the nominating committee;
- be charged with the general supervision of all the activities of the League;
- be the official spokesperson of the League;
- oversee all property contracts of the League;
- nominate a Board of Director member who is willing to serve and stand in for or replace the President, as circumstances require.
- Ensure representation by the league at the required Edmonton Federation of Community Leagues meetings.

7.2. Past President

The Past President will:

- assume Ad Hoc duties at the discretion of The Board;
- serve as Advisor to the Board of Directors.

7.3. Vice President

The Vice President will:

- preside at any meetings when the President is absent;
- assume any duties from the President as required;
- be charged with the general supervision of all programs of the League using the facility on a regular basis;
- be an ex-officio member of all such committees;
- prepare an annual budget and a year end report in conjunction with each such committee;
- be charged with giving an updated report of each standing committee at every meeting of the League.

7.4. Secretary

The Secretary will:

- be responsible for the recording, distribution and care of all minutes of The League's General, Annual General, Special General, and Board of Directors' meetings;
- be responsible for the care of any other League records, including meeting agendas and contracts;
- have charge of the seal of the society; the seal will be authenticated by the signature of the Treasurer and the President;
- have charge of the care and upkeep of the policy binder;
- file all necessary legal documents including annual reports to Corporate Registry;
- be responsible for conducting all correspondence relating to League matters;
- make appropriate efforts to ensure quorum at all meetings of the League.

7.5. Treasurer

The Treasurer will:

- be responsible for all financial records of the League, ensuring expressed authority is first duly given at a meeting of the League;
- be responsible, on behalf or in the name of the League, for all monies collected or otherwise received, issuing triplicate receipts, payments of all accounts when properly approved, and keep proper accounts, receipts, and vouchers of same, and the deposit of funds to the League's bank accounts;
- report the financial standing at every meeting of the League;
- present to the Annual General Meeting an audited statement of the financial affairs for the preceding fiscal year;

- recommend, in conjunction with the Board of Directors, policies, budget and plans to the membership at the Annual General Meeting and General Meetings;
- maintain records of all hall rentals and custodial service and report as needed to the Board of Directors.

7.6. Facilities Director

The Facilities Director will:

- be responsible for the supervision of hall rentals and maintenance, and the operation of all aspects of the property;
- be responsible for the maintenance and development of the hall, grounds, skate shack, rinks, wade pool, parking lot and playgrounds;
- be responsible for the supervision of all property contracts.

7.7. Membership Director:

The Membership Director:

- be responsible for the organization, timing and completion of the Annual Membership Drive and various registrations that require memberships, e.g. hockey, soccer, Hazeldean Playschool;
- record, maintain and provide complete membership lists and other records pertaining to membership, and give updated report at all meetings of the League.

7.8. Sports Director

The Sports Director will:

- be charged with the general supervision of all sports programs of the League;
- be an ex-officio member of all sports committees;
- prepare an annual budget and a year end report in conjunction with each sport committee;
- be charged with giving an updated report of each standing committee at every meeting of the League.

7.9. Social Director

The Social Director will:

- be charged with the general supervision of all social events of the League, e.g. Halloween, Christmas, and New Year's Eve parties, dances, Winter Festival, Canada Day Family Fun, Slo-Pitch Tournament, Volunteer Appreciation, etc.;
- be an ex-officio member of all social committees;
- prepare an annual budget and a year end report in conjunction with each social committee;
- be charged with giving an updated report of each standing committee at every meeting of the League.

7.10. Publicity Director

The Publicity Director will:

- be responsible for the co-ordination and distribution of the newsletter;
- be responsible for any publicity needs of the League.

7.11. Fund Raising Director

The Fund Raising Director will:

- be responsible for all League fund raising activities including grants, the staffing and overseeing of licensed casinos, and League fund raisers organized in conjunction with social, sport, project, or program events of the League.

7.12. Civics Director

The Civics Director will:

- be the liaison with the Edmonton Federation of Community Leagues, South East Area Council, Planning and Development, Transportation, City Council, etc.;
- chair Ad Hoc Committees relating to specific development issues.

7.13. Neighbourhood Watch Zone Leader

The Neighbourhood Watch Zone Leader will:

- liaison with police services and other safety and crime prevention organizations;
- be responsible for all matters pertaining to Neighbourhood Watch or safety and security concerns;
- perform duties as required by the Edmonton Neighbourhood Watch Program Society.

ARTICLE 8: TERMS OF OFFICE

- 8.1. Elections will be held at Annual General Meetings. A Director will take office immediately following the Annual General Meeting.
- 8.2. All terms will last two years.
- 8.3. The President, Secretary, Membership Director, Sports Director, Fund Raising Director, and Civic Director positions will have their elections in years with even numbers.
- 8.4. The Vice President, Treasurer, Facilities Director, Publicity Director, and Social Director, and Neighbourhood Watch Zone Leader Director positions will have their elections in years with odd numbers.
- 8.5. The Executive with signing authorities will not be elected for more than two consecutive complete terms of office for their respective positions (a maximum of four years in a row). After a break of one term (two years) one can run again for an executive position with signing authority.

ARTICLE 9: TERMINATION

- 9.1. Any Director may be removed from office by Special Resolution at a Board Meeting for any just cause, provided such Director is given the opportunity to have a proper hearing amongst his/her peers prior to the consideration of the Special Resolution. Such Director's responsibilities will be suspended by The Board pending the outcome of the Special Resolution.
- 9.2. The affected Director may appeal, at which time an Arbitration Board, consisting of one representative chosen by the Board of Directors, and a representative chosen by the Director, and a Chairperson that these two representatives will elect, will consider that case. This decision will be final.
- 9.3. Any Board of Director may be removed from office if he/she is absent from any three consecutive meetings without regrets.
- 9.4. Any Director may resign from The Board by submitting their notice in writing to the President. Said resignation will be effective immediately upon receipt of their notice by the President.
- 9.5. Upon vacating a position on The Board, all documents, materials, keys, and any information relating to the position must be turned in to the Executive within seven (7) days.

ARTICLE 10: VACANCIES

- 10.1. In the event of a Board of Director vacancy as a result of resignation, death, or removal, any Board of Director may nominate a member in good standing, and of the age of majority, to fill the vacancy. The nomination must then be followed by a ratification vote by the Board before being appointed to fill the position until the next Annual General Meeting at which time an election will be held to fill the remainder of the term.

ARTICLE 11: REMUNERATION

- 11.1. No Board of Director will receive any remuneration for his/her services.
- 11.2. A member of The Board may receive reimbursements for expenses, with presentation of receipts, incurred as a result of performing the League's business.

ARTICLE 12: MEETINGS

- 12.1. At least twenty-one (21) days notice of all Annual General, General, or Special General meetings will be given to the membership of the League by newsletter.
- 12.2. The League will hold an Annual General Meeting the second Tuesday of September (the financial year-end being July 31st). The business of the Annual General Meeting will include:
 - the election of all Board of Director positions whose terms are expired as per Article 9.3. and 9.4.;
 - any proposed amendments or additions to bylaws;
 - presentation of the financial statement of the previous year;
 - policy, budget, and plans for the upcoming year;
 - for the upcoming year, the election of two members for the purpose of auditing the financial records or approval to appoint a duly qualified accountant.
 - Nomination(s) for Honorary Life Membership.
 - discussion of any major issues in which all members should have input.
- 12.3. General meetings may be held twice per year, preferably in the months of January and May. The business of the General Meeting will include updates on policy, budget, plans, issues, and bylaw amendments.
- 12.4. Special General meetings may be called at the discretion of the President, and/or must be called upon receipt by the President of a written request for such meeting signed by 10% of the members of the League. Any call for a Special General Meeting must include specific reference to the item(s) to be dealt with.
- 12.5. The Board of Directors will meet once each month, on the second Tuesday of the month, except in the month of July.
- 12.6. Each member of the Board is to give an accurate updated report at each meeting of the League.
- 12.7. The President will, upon receipt of a written request signed by at least four (4) members of the Board of Directors, call a Special Meeting of the Board of Directors within seven (7) days of receipt of the request. At least three (3) days notice will be given for any Special Board of Directors Meetings. Any call for a Special Board of Directors Meeting must include specific reference to the item(s) to be dealt with.
- 12.8. Committee meetings will be held according to the needs of the committee.

ARTICLE 13: QUORUM

- 13.1. A quorum for all Annual General, General, or Special General Meetings will be eleven (11) members.
- 13.2. A quorum for any Board of Directors' Meetings will be five (5) members of The Board.
- 13.3. Quorum will be determined just prior to the calling of the meeting to order. If a quorum is not present at a meeting, then a second meeting will be called for the purpose of passing a/any specific motion(s) one-half hour (1/2 hour) later. During that time, all efforts will be taken to inform all the Board of Directors or members (that attended previous Annual or General) of the meeting and encourage their attendance. If there is still not a quorum at this second meeting, then the number of people that did attend will be considered a quorum.
- 13.4. The quorum for a committee meeting will be simple majority. The Committee Chair will make known to the League the names on the committee and their respective membership information to be filed with Secretary.

ARTICLE 14: VOTING

- 14.1. Any member of the age of majority in good standing, who holds a current membership to the League is entitled to vote.
- 14.2. Such voting will be made in person, and not by proxy or otherwise.
- 14.3. Motions dealing with the day to day business of the League will be decided by a vote passed by a simple majority of those in attendance.

14.4. A show of hands will be adequate for voting, unless a written ballot is requested by 2/3 of those in attendance, for: nominations/elections, financial issues, and any controversial issues.

ARTICLE 15: AD HOC COMMITTEES

15.1. The League may at times create such Ad Hoc Committees as may be deemed necessary, either in General or Board of Directors' Meetings, in order to conduct the League's business. Such Committees will carry out functions and otherwise act in accordance with such resolutions as may be passed by either the Board of Directors or in a General Meeting. Such Committees will be answerable to and report to the Board monthly and will have a definite time of termination at the time they are created.

ARTICLE 16: STANDING COMMITTEES

16.1. The League may, at its discretion, create such Standing Committees as may be deemed necessary, either in General or Board of Directors' Meetings. Such Committees will carry out functions and otherwise act in accordance with such resolutions as may be passed by either the Board of Directors or in a General Meeting. Such Committees will be answerable to and report to the Board monthly and will continue to exist for an indefinite period of time.

ARTICLE 17: AUDITING

- 17.1. The books, accounts, and records of the Secretary and Treasurer will have a financial review (audit) at least once per year by a duly qualified accountant or by two members of the League in good standing who do not hold signing authority on any League accounts and are elected for that purpose at the Annual General Meeting.
- 17.2. A complete and proper financial statement of the standing of the books for the previous year will be submitted, at the Annual General Meeting, by the Treasurer.
- 17.3. The fiscal year will end on July 31st.
- 17.4. The books and records may be inspected by any member in good standing at the Annual General Meeting, or at any time upon giving fourteen (14) days written notice and arranging a time satisfactory to the Directors in charge of the records. Each member of the Board of Directors will at all League Meeting times have access to such books and records.

ARTICLE 18: FINANCIAL

- 18.1. The Board of Directors may open one or more accounts, approve signing officers for each account, and generally execute all documents connected with the transaction of the League's business with any chosen Chartered Bank, Trust Company, Treasury Branch, or Credit Union.
- 18.2. For the purpose of carrying out its objectives, the League may draw, make, accept, endorse, discount, execute and issue cheques, promissory notes and bills of exchange, but only to the extent authorized by resolution of the Board of Directors.
- 18.3. All bills, notes, cheques, debentures and other papers and documents which pertain to the finances of the League will be signed by the Treasurer, along with the President or one other designated Executive granted signing authority by resolution of the Board of Directors.
- 18.4. The Annual Budget will be submitted by the Board of Directors for approval at the Annual General Meeting held the second Tuesday in September.
- 18.5. The Board of Directors shall be empowered to spend not more than 1/10th of the profits from the last Casino per fiscal year of the League's funds without the expressed approval of the membership at the Annual General or General meeting.
- 18.6. If determined to be an extraordinary situation, the Executive shall be empowered to spend not more than 1/20th of the profits from the last Casino per fiscal year of the League's funds without the expressed approval of the Board.

- 18.7. The League, may, by Special Resolution, borrow or raise or secure the payment of money, or issue debentures.
- 18.8. Penalties, for late payment or non-payment, on monies due, will be determined by the Board of Directors.
- 18.9. Returned NSF cheques will accrue an additional service charge determined by the Board of Directors and the replacement payment must be cash, certified cheque or money order.

ARTICLE 19: INDEMNITY AND LIMITATION OF LIABILITY

- 19.1. Subject to the Societies Act, the League shall indemnify the Board of Directors and their heirs and legal representatives against all costs, charges, and expenses, including any amount paid to settle an action or satisfy a judgement reasonably incurred by such members in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being a member of the Board of Directors if:
- he or she acted honestly and in good faith with a view to the best interests of the League, and
 - in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she has reasonable grounds for believing that his or her conduct was lawful.
- 19.2. No member of the Board of Directors shall be liable for the acts, omissions or defaults of any other member of the Board of Directors. Every member of the Board of Directors in exercising his or her powers and discharging his or her duties shall act honestly and in good faith with a view to the best interests of the League, and each member shall exercise the care, diligence and skill that a reasonably prudent person will exercise in comparable circumstances.
- 19.3. No member shall be liable, in his or her own personal capacity, for any debt or liability of the League.

ARTICLE 20: AMENDMENTS TO THE BYLAWS

- 20.1. These Bylaws may be rescinded, altered, or added to by a Special Resolution at an Annual General or a General meeting with at least twenty-one (21) days notice to the membership.
- 20.2. Any proposed changes should be approved at a Board of Directors meeting before passing at an Annual General or General Meeting. The Board can then indicate support or not for the proposed amendment.
- 20.3. Notice of such proposed changes will be given in writing along with the Notice of an Annual General or General Meeting.

ARTICLE 21: DISSOLUTION

- 21.1. Upon dissolution of the League, all real property, fixtures, and liquid assets remaining after the payment of any debts, will become the property of the Edmonton Federation of Community Leagues. Should the Edmonton Federation of Community Leagues refuse the property, such property will pass to the City of Edmonton, pursuant to the Tri-partite license agreement.
- 21.2. The Edmonton Federation of Community Leagues will hold cash assets in trust for a period in the event a new league is formed or a merger with an existing league takes place.

ARTICLE 22: PARLIAMENTARY AUTHORITY

- 22.1. The rules contained in "Robert's Rules of Order", in its most current edition, will govern the proceedings at all meetings and in all cases where they are applicable, provided that they are not inconsistent with these Bylaws or the requirements of the Societies Act.

ARTICLE 23: ADMINISTRATION

- 23.1. The Board of Directors may enact and implement policies to govern the League's procedures. The care and upkeep of the policy binder will be the responsibility of the Secretary.
- 23.2. The use, care, and safekeeping of the seal of the League will be the responsibility of the Secretary, and it will be used only when authorized by a resolution of the Board of Directors, and it will be affixed to documents and instruments when required by law or convention.
- 23.3. The Board of Directors has the right to hire and/or dismiss such persons as may be deemed necessary for the efficient functioning of the League's business by approval at a Board of Director's Meeting. Such hired persons shall not hold voting powers within the League.
- 23.4. All contracts and engagements with The League must retain two signatures: that being the same as listed in Article 18.3.
- 23.5. The League will retain membership in the Edmonton Federation of Community Leagues.

ARTICLE 24: POWER OF THE BOARD OF DIRECTORS

- 24.1. The Board of Directors shall be subject to the Bylaws or directions given by majority vote at any meeting properly called and constituted and have full control and management of the affairs of the Society.

ARTICLE 25: INCORPORATION

- 25.1. The League shall be incorporated under the provisions of The Societies Act, Revised Statutes of Alberta, and amendments thereto. These Bylaws shall be officially registered with the Registrar of Corporations, Province of Alberta.
- 25.2. Passed by Special Resolution at the Annual General Meeting of Hazeldean Community League on the 8th day of April 2003, we hereby certify that the following Special Resolution was passed rescinding the existing Bylaws in their entirety and adopting the new set of Bylaws in their stead.

Dated at the City of Edmonton in the Province of Alberta, this 8th day of April, 2003 A.D.

Margaret Blyth
President
Hazeldean Community League

Leslie Klingbeil
Secretary
Hazeldean Community League

Christine Drysdale
Treasurer
Hazeldean Community League

July 13, 2003

TO: Tammy Etmanski Phone 427-8843
Corporate Examiner Email Tammy.Etmanski@gov.ab.ca
Corporate Registry
Alberta Government Services Phone 427-2311
Registries
John E. Brownlee Building P.O. Box 1007 Stn. Main
10365 - 97 Street Edmonton, Alberta, T5J 4W6
Edmonton, Alberta

FROM: Hazeldean Community League
9630 - 66 Avenue
Edmonton, Alberta
T6E 4W9

Corporate Access Number: 500024138
The Society's Date of Incorporation is: 18th day of October 1955
The Society's Last Annual Return ends: 31st day of October 2002

The attached by-laws were prepared by Leslie Klingbeil, in conjunction with Marleen Kankkunen, the Community Recreation Coordinator- Edmonton South, Berniece Neufeld, Edmonton Federation of Community Leagues, and the Hazeldean Community League Board of Directors and members interested.

We hereby certify that the following special resolution was passed at a meeting of the members of Hazeldean Community League on the 8th day of April 2003. The existing by-laws are repealed. They are replaced by the attached by-laws.

Our first submission you received May 1, 2003. As per your letter dated May 13, 2003, your deficiencies have now been corrected and the Bylaws are hereby resubmitted for your approval.

Signed the 24th day of July, 2003:

Margaret Blyth
President
Hazeldean Community League

Leslie Klingbeil
Secretary
Hazeldean Community League

Christine Drysdale
Treasurer
Hazeldean Community League

These Bylaws are approved and stamped by Alberta Corporate Registry with the date of the 13th of August 2003.