

1. Name

The legal name of the organization will be “The Prince Rupert Community League”, hereinafter referred to as “the League”. The League is incorporated under the Societies Act in the Province of Alberta.

2. Boundaries

The League shall be bounded on the north side of 111 Avenue from the west side of 119 Street to the west side 109 Street, north on 109 Street to the south side of Kingsway Avenue, west on Kingsway Avenue to the west side 119 Street and south on 119 Street to 111 Avenue.

3. Definitions

- a) Executive Board will consist of elected officers and directors as specified in these bylaws.
- b) Executive Committee will consist of the officers of the League being the President, Vice President, Secretary, Treasurer and Past President.

4. Membership

- a) Fee for membership in the League may be set and/or changed at an Annual General Meeting. The Fee schedule will be attached to this document, and will be updated should the League at an Annual General Meeting authorize any changes.
- b) Fees may be paid any time; however membership will be valid only from the date of purchase to August 31 and will not to exceed one calendar year. A member will be deemed to have resigned as a member of the League in the event his/her membership expires in accordance with this provision.
- c) A member is defined as any person being of the full age of eighteen and residing within the League’s boundaries. A member may have a membership in the League, and have the opportunity to run for Executive Board positions and all voting privileges related to being an Executive Board member or a member of the League.
- d) The following are categories of memberships
 - a. **Family:** Any group residing in one household acting as a family unit with two adults over the age of majority and will have a maximum of two votes per household.
 - b. **Senior:** A person over the age of 65 years of age and will have a maximum of two votes per household
 - c. **Single:** Any adult over the age of majority and will have one vote per household
 - d. **Single Parent:** Any single parent residing in one household with children and will have one vote per household.
 - e. **Couple:** Any two adults over the age of majority and will have a maximum of two votes per household.
 - f. **Associate Membership:** Any person who lives outside the boundaries of the League, but has a “special” connection with the League, may hold a membership and enjoy the benefits of members living within the boundaries. These benefits

may be restricted to certain activities as approved by the Executive Board. The type of member will have no voting privileges.

- g. **Lifetime membership** All Lifetime Memberships may be conferred upon to anyone who has provided service to the League for more than 10 years or has made a significant and positive contribution to the League. The decision for presenting candidates for life membership to the membership will be at the discretion of the Executive Board. This type of member will have a maximum of one vote per household.
- e) Any membership may be revoked by majority vote of the Executive Board in accordance with Provision 11 (**Disciplinary Hearing and Termination**) of these bylaws.
- f) Fees and voting privileges for special groups, i.e., Moms and Tots will be determined and/or specified by the executive as needed. Voting privileges will normally be limited to issues directly affecting the group involved.
- g) Members retiring from active service in the community, as representatives may be eligible for Lifetime Membership. Membership approval will be a majority vote at any meeting
- h) A member shall have the right to attend all meetings open to the general membership and participate in the conduct of the Leagues' business in accordance with these bylaws.
- i) A member shall at all times abide by the bylaws of the League.
- j) Any member wishing to resign her/his membership shall submit a resignation to the President or Secretary and may be by written notification or verbally indicated and duly recorded in the minutes of the next Monthly General meeting. The refund of fees being left to the discretion of the Executive.

5. Meetings

a) Monthly General Meetings (MGM)

- a. At least 21 days notice of all MGM and Special General meetings will be delivered through the Prince Rupert Community League email, newsletter, website, portable signage within the community boundaries or signage outside the League's Hall.
- b. A quorum for any meeting will be five members, which at least three are executive.
- c. If quorum is not present at a meeting, then a second meeting will be called for the purpose of passing special motion(s) a week later. During that time, all efforts will be taken to inform executive members and the community membership of the meeting and to encourage their attendance. If there is still not quorum at this second meeting, then the number of people attendance will be considered a quorum.
- d. The Executive shall set the day of the Month for these meetings at the first meeting after the AGM

b) Annual General Meeting (AGM)

- a. At least 30 days notice will be given for the AGM and will be delivered through the Prince Rupert Community League by any means of communications: email, newsletter, website, portable signage within the community boundaries or signage outside the League's Hall.
- b. The League will hold an Annual General Meeting no less than 90 days or greater than six months after the financial year-end for the presentation of the financial report and election of officers
- c. At the AGM, the Annual Reports are to be presented and the election and appointment of officers for the following year shall take place.

c) Special General Meeting (SGM)

- a. SGM may be called at the discretion of the President or must be called within 5 days of receipt by the President of a written request for such meeting signed by 30% of the members of the League. Any call for a SGM must include specific reference to the item(s) to be dealt with.

d) Special Executive Meeting (SEM)

- a. The President will, upon receipt of a written request signed by at least four members of the Executive, call a SEM within five days of receipt of the request. Any call for a SEM must include specific reference to the item(s) to be dealt with.
- b. Quorum for any SEM will be seven members or 80% of the elected Executive Board. Any business transactions conducted at a meeting where quorum is not present will be ratified at the next regularly called meeting of the Executive Members; otherwise they will be null and void.

6. Voting

- a) Any full members specified in the Membership Section, who is of the age of majority, and is in good standing, upon payment of the membership fee, is entitled to vote.
- b) Such voting must be made in person and not by proxy or otherwise.
- c) Any member may attend any Special Executive Meetings but will not be allowed to vote. The Executive may, by resolution determine the members ability to speak to a matter on the agenda.
- d) A show of hands will be adequate for voting, except for nomination/elections where there are two or more candidates running, significant financial questions and matters, and any controversial matters where secret ballots is required or requested by any member in attendance.

7. Auditing

- a) The books, accounts and records of the Treasurer will be audited once per year by a duly qualified accountant or by two members of the League who are not currently serving as signing authorities, or by members elected for that purpose at the Annual General Meeting.
- b) The Treasurer or Auditor, at the Annual general Meeting will submit complete and proper statements of the standing of the books for the previous year.
- c) The fiscal year end will end on September 30.
- d) The books and records may be inspected by any member of the League at the Annual General Meeting or at any time upon giving two weeks notice and arranging a time satisfactory to the Treasurer or member of the Executive member in charge of the records. The Executive Board will, at all times, have reasonable access to such books and records.

8. Executive Board

- a) The Executive Board will, subject to the by-laws or directions given to it by a majority vote at any meeting properly called and constituted, have full control and management of the affairs of the League.
- b) Any Executive Board Members may resign their position by submitting such request in writing to the President. Such resignation will be effective immediately.
- c) In the event of a vacancy as a result of resignation, death, or removal, the Executive Board is empowered to fill the vacancy by appointment for the remainder of the term. Such appointment is to be ratified at the next League meeting. The person so appointed will hold the office for the remainder of the term of that member he/she is replacing would have held.
- d) The elected Executive Board Members will serve a one-year term starting immediately after the Annual General Meeting and will end at the next Annual General Meeting.
- e) The Executive Members and the respective duties, as follows:
 - a. 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;
 - Nominate an Executive Board Member who is willing to serve and stand in for, or replace the president, as circumstances require;
 - Is a member of the Executive Committee;
 - Is a signing authority; and
 - Act as the official spokesperson of the League or appoint a designate.
 - b. The Past President will:
 - Assume Ad Hoc duties at the discretion of the Board;
 - Act as the Nominating Committee Director;

- Is a member of the Executive Committee, and
 - Is a signing authority.
- c. The Vice President will:
- Preside at any meetings from which the President is absent;
 - Assume any duties from the President as required;
 - Is a signing authority;
 - Responsible for the annual review of the Bylaws, Policies and Procedures; and
 - Is a Member of the Executive Committee.
- d. The Secretary will:
- Attend all meetings of the League, the Executive and the Executive Committee and keep accurate minutes of the same;
 - Responsible for the minutes and meeting notice distribution;
 - Have charge of the minute book and other records;
 - Have charge of all correspondence of the League under the direction of the President and the Executive;
 - Be a member of the Executive Committee;
 - Have charge of the Seal of the Society; and
 - In the absence of the Secretary at, such officer may be appointed by the Board will discharge these duties.
- e. The Treasurer will:
- Be responsible for all financial records of the League;
 - Be responsible, on behalf of or in the name of the League, for all monies collected or otherwise received, issuing receipts, payments of all accounts when properly approved, and keep proper accounts, receipts, and vouchers of the same and the deposit of funds to the League's bank accounts;
 - Report the financial standing at all monthly and special financial related meetings;
 - Present at the Annual General Meeting an audited statement of the financial affairs for the preceding fiscal year;
 - Review and prepare policy and procedures with respect to the financial matters of the League;
 - Recommend, in conjunction with the President, an Annual Budget to the Executive Board;
 - Is a signing authority for the League;
 - Report at Monthly General Meetings; and
 - Is a member of the Executive Committee.
- f. The Social Director will:
- Be responsible for all dates pertaining to social activities of the League, including dance, social nights, volunteer recognition, etc.;
 - Prepare an annual budget for social activities and submit it to the Treasurer;
 - Work with the City of Edmonton in planning and the execution of events;
 - Review and prepare policy and procedures with respect to social activities; and
 - Report at Monthly General Meetings.

- g. The Winter Sports Director will:
- Be responsible for all matters pertaining to winter sports including the registration and organization of events with Social Director;
 - Recruit representatives or acts as the representative to any appropriate sports governing bodies;
 - Prepare an annual budget for activities and submit it to the Treasurer;
 - Review and prepare policy and procedures with respect to social activities; and
 - Report at Monthly General Meetings
- h. The Summer Sports Director will:
- Be responsible for all matters pertaining to Summer sports including the registration and organization of events with Social Directors;
 - Recruit representatives or acts as the representative to any appropriate sports governing bodies
 - Prepare an annual budget or social activities and submit it to the Treasurer;
 - Work with City of Edmonton in planning the execution of the Summer Green Shack Event;
 - Review and prepare policy and procedures with respect to social activities; and
 - Report at Monthly General Meetings.
- i. The Membership Director will:
- Be responsible for the organization timing and completion of the annual membership drive campaign;
 - Keep a record of and maintain the membership lists and other records pertaining to membership;
 - Ensure compliance with the EFCL Code of Ethics with respect to selling memberships;
 - Prepare an annual budget for membership promotion and required supplies and submit to the treasurer;
 - Review and prepare policy and procedures with respect to membership; and
 - Report at Monthly General Meetings.
- j. The Communications Director will:
- Be responsible for the publication of the newsletter and participate in collecting articles for the newsletter;
 - Oversee the delivery of the newsletter;
 - Be responsible for the maintenance of the League website;
 - Arrange for publicity for league events;
 - Arrange and facilitate any interested advertisers for newsletters and websites;
 - Prepare an annual budget for communication and submit to the treasurer;
 - Review and prepare policy and procedures with respect to membership; and
 - Report at Monthly General Meetings
- k. The Casino Director will:

- Be responsible for all matters pertaining to casino night fundraiser such as recruitment of volunteers and the volunteers roles during the casino night;
- Recruit representatives or acts as the representative to any appropriate governing bodies;
- Prepare all appropriate correspondence with ALGC;
- Prepare an annual budget for expenditures and submit it to the Treasurer;
- Review and prepare policy and procedures with respect to social activities; and
- Report at Monthly General Meetings.

I. The Ways and Means Director will:

- Work with the City of Edmonton Representative or any other related funding bodies related to League;
- Ensure all grants are submitted accurately and on time on behalf of the League;
- Prepare an annual budget for expenditures and submit it to the Treasurer;
- Review and prepare policy and procedures with respect to social activities; and
- Report at Monthly General Meetings.

m. The Directors at Large will:

- Attend meetings;
- Perform duties as assigned; and
- Report at Monthly General Meetings.

9. Committees

- a) The Leagues' **Executive Committee** as described above may meet from time to time between Monthly General Meetings if an issue of an urgent nature arises. All decisions of the Executive Committee are to be ratified at the next regularly scheduled Monthly General Meeting or are to be deemed null and void.
- b) The League may create **Ad Hoc Committees** who for time to time may deem it necessary, either in a Monthly General Meeting or an Executive Committee Meeting to be formed in order to conduct the League's business. Such committees will carry out functions and otherwise act in accordance with such resolutions or "Terms of Reference", as may be passed by the Executive Board or at a Monthly General Meeting. Such committees will be answerable to the Executive Board and will have a definite time of termination determined at the time they are created.
- c) The League, at its discretion may create a **Standing Committee** as deemed necessary, either in a Monthly General Meeting or an Executive Committee Meeting. Such committees will carry out functions and otherwise act in accordance with such resolutions or "Terms of Reference", as may be passed either by the Executive Board in a Monthly General Meeting. Such committees will be answerable to and report to the Executive Board and will continue to exist for an indefinite period of time.

10. Elections

- a) Election of Executive Board Positions will be held at the Annual General Meeting. Directors and Officers will take office immediately following the Annual General Meeting.
- b) All terms will be for 1 year, but in the event of the inability to find suitable Executive Board Members or Directors this may be extended with agreement through a majority vote at the Annual General Meeting.
- c) The positions of President, Treasurer, Secretary, and Vice President cannot hold office for more than three consecutive years.
- d) A person appointed or elected can become a director if the person was present at the meeting when he or she did not refuse the appointment or nomination. They may also become a Director if there were not present at the meeting but consented in writing to act as director before the appointment or election.

11. Disciplinary Hearing and Termination

- a) The Board will be empowered to expel any member from the membership, Executive Board Member or Director from office for any conduct deemed injurious to the League or its purposes. This decision will be final.
 - a. The Executive Board will hold a hearing where the Member, Executive Board Member or Director, upon being given 14 days notice in writing, has the opportunity to attend and present his or her case. At the conclusion of the hearing, the majority vote of the Executive Board will prevail. If the individual fails to attend the hearing, without excuse, the termination will be effective immediately.
 - b. The quorum for such a hearing will be two thirds (2/3) of the Executive Board Officers.
 - c. The Executive Board members can debate the matter in private and render a written decision in writing within 72 hours.
- b) All complaints heard before the Executive Board must be in writing and marked "confidential and without prejudice". Such complaints must specify the bylaw violation or injurious behavior and cite attempts at discipline prior to the complaint being filed.
- c) The Executive Board Members may remove any Director from office without a hearing, if he/she is absent from any three consecutive meetings without regrets.

12. Remuneration

- a) No Executive Board Member will receive remuneration for his/her services. A Director may receive reimbursements for expenses, with presentation of receipts, incurred as a result of performing the League's business.
- b) If an Executive board member or Director is hired to work as an employee or Contractor for the league, he or she must resign his position with the League. This person can run again or be reappointed once the employment or contracting term is completed without prejudice.

13. Financial

- a) The Executive Board Members may open one or more accounts, designate signing authorities 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.
- b) 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 Executive Board Members
- c) 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 either the President, Vice President or Past President whomever has been granted signing authority by resolutions of the Executive Board Member.
- d) The Treasurer on behalf of the Executive Board Members will submit the Annual Budget.
- e) No two members of the same household will be signing authorities.
- f) No signing authority will sign a cheque where they are the payee.
- g) The Executive Board Members have spending authority allowing up to \$1000 if two Executive Board Members approve the expenditure. This only applies if this expenditure is not related to Executive Board Members personal interests. If it is it must be ratified at a Meeting of the Executive Board.
- h) If more than \$1000 expenditure is required, a special motion at a Monthly General Meeting or a Special Meeting will be required.
- i) Special Programs and events may from time to time need to have access to emergency funds. These funds have a limit of \$250 for emergency expenditures. Approval can be given by notification of another executive member by email, phone or any other form of communication.

14. Borrowing Power

- a) For the purposes of carrying out its objectives, the League may borrow or raise or secure the payment of money in such a manner as it thinks fits, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the League, and in no case shall debentures be issued without the sanction of a special resolution of the League.

15. Building Security

- a) Distribution of hall keys and security codes shall be at the approval by majority of the Executive Committee.

- b) Once a hall key or security code is given to the person, this person will be required to sign the Key Record Sheet. When the Key is returned the person will be required to sign the key back in on this sheet.
- c) If keys are not returned, lost or stolen, the person who signed the key out may be subject to a \$100 key administration charge.
- d) The Key Record Sheet will be maintained and updated by the League's facilities manager. In the event there is no facilities manager in place, this list will be maintained by the President.

16. Amendments to the Bylaws

- a) These Bylaws may be rescinded, altered, or added to by a Special Resolution at a General Monthly, Special General, or Annual General Meeting with 21 days notices in writing.
- b) Any proposed changes must be reviewed by the Executive Board before being forwarded for discussion at a General Monthly, Special General, or Annual General Meeting.
- c) Any changes resulting from such a resolution shall be filed with the Corporate Registry of Alberta Consumer and Corporate Affairs of the Government of Alberta and the City of Edmonton Community Services.

17. Dissolution

- a) 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 in trust. The Edmonton Federation of Community Leagues will hold the cash assets in trust until they are able to reactivate or merge the League. The real property will pass to the City of Edmonton, pursuant to the Tri-Partite License Agreement.

18. Parliamentary Authority

- a) The rules contained in Bourincent Rules of Order in its most current edition, will govern the proceedings at all meeting and in all cases where they are applicable, provided that they are not inconsistent with these Bylaws or the requirements of the Societies Act.

19. Administration

- a) The Executive Board Members have the right to hire such persons as may be deemed necessary for the efficient functioning of the League's Business.
- b) The League will retain membership in the Edmonton Federation of Community leagues.

