

FOREST/TERRACE HEIGHTS COMMUNITY LEAGUE
BYLAWS
Amended September 2008

ARTICLE 1. NAME

- 1.0. The name of the society and the legal name of the organization will be "Forest/Terrace Heights Community League", herein after referred to as "F.T.H.C.L." or "the League."
- 1.1. The operations of the League are to be chiefly carried on in 10150 80th Street, Edmonton, in the Province of Alberta.
- 1.2. The League shall be affiliated with the Edmonton Federation of Community Leagues and any other Associations as to be determined from time to time.
- 1.3. The League shall be composed of members as hereinafter set out and it shall be governed by a Board of Directors as stated in the these Bylaws.

ARTICLE 2. BOUNDARIES

- 2.0. Being a portion of the City of Edmonton, the League is described as follows: commencing at the corner of 98 avenue and Fulton ravine, following the ravine north to the river, west to the river bank (excluding the Riverside Golf Course), south to 98 avenue, and east to Fulton ravine.

ARTICLE 3. DEFINITIONS

- 3.0. A "Special Resolution" is any resolution passed at a general meeting of which not less than 21 days notice is given. It will require a vote of three-quarters (3/4) majority, by persons present and in good standing, and will be required for all Bylaw revisions, financial matters, policy issues, or other major issue(s) as specified in these Bylaws.
- 3.1. "Executive" means the executive committee of the League, which shall be comprised of the President, Vice President, Treasurer and Secretary.
- 3.2. "The Board" shall mean The Board of Directors as specified in Article 7.

ARTICLE 4. OBJECTIVES

- 4.0. The objectives of the League are:
 - 1) to provide for the recreation of the members and to promote and afford opportunity for 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 centre and suitable meeting place for the various activities of the community;
 - 5) to provide all necessary equipment and furniture for carrying on its various objects;

- 6) to sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

ARTICLE 5. MEMBERSHIP

- 5.0. Any person residing or owning real property 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.
- 5.1. There will be five categories of membership:
 - 5.1.1. single (one individual, from 18 years of age to no older than 59 years of age),
 - 5.1.2. family (any group residing in one household acting as a family unit),
 - 5.1.3. senior (one individual, 60 years of age and over),
 - 5.1.4. associate membership (any business located within the defined boundaries of the League OR any family, senior, single residing outside the defined boundaries may be become associate members at the discretion of the Board of Directors),
 - 5.1.5. honorary life membership
- 5.2. Honorary Life Membership will be conferred upon all elected board members of the Forest/Terrace Heights Community League and anyone who has provided substantial service to the League, or has made significant, positive contributions to the League. Holders of such memberships 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.
- 5.3. One Year Complimentary Memberships will be conferred upon all soccer directors for the year following the year they coached soccer.
- 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. At any general meeting, any member may be expelled from membership for any cause, which the F.T.H.C.L. may deem sufficient, provided that the member has been given the opportunity for a proper meeting.
- 5.8. The membership records are confidential and not for sale or general distribution.

ARTICLE 6. NOMINATIONS

- 6.0. Any member in good standing and the age of majority can be nominated for a Board of Directors' position.
- 6.1. 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

7.0. The League shall have the following officers, who shall constitute the Board of Directors of the F.T.H.C.L.. The directors can manage the affairs of the society.

7.1. Unless authorized at any meeting and after notice for the same, no director or coordinator of F.T.H.C.L. shall receive remuneration for his or her services.

A member of the Board may receive reimbursements for expenses, with presentation of receipts, incurred as a result of performing the League's business.

7.2. President

The President will:

- preside at all meetings;
- be an ex-officio member of all committees, except the nominating committee;
- 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.

7.3. 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;
- attend Edmonton Federation of Community Leagues (EFCL) meetings on behalf of the FH/TH community League;
- 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 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, after the same has been duly audited by a certified accountant or by two members in good standing, by the League;
- recommend, in conjunction with the Board of Directors, policies, budget and plans to the membership at the Annual General Meeting and General Meetings.

7.6. **Hall Rental Director**

The Hall Rental Director will:

- be responsible for the supervision of hall rentals and oversee hall cleanliness;
- maintain records of all hall rentals and custodial service and report as needed to the Board of Directors.
- be responsible for the supervision of all property contracts.

7.7. **Building Maintenance Director**

The Building Maintenance Director will:

- be responsible for the buildings, works, improvements, tools and equipment of the League.

7.8. **Membership Director**

The Membership Director will:

- be responsible for the Annual Membership Drive and various registrations that require memberships, e.g. hockey, soccer;
- record, maintain and provide complete membership lists and other records pertaining to membership, and give updated report at all meetings 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, Harvest Festival, Volunteer Appreciation, etc.;
- be an ex-officio member of all social committees, including committees of the Coordinator, Spring/Summer Programs, the Coordinator, Fall/Winter Programs and the Coordinator, Babysitting Registry;
- prepare an annual budget and a year-end report in conjunction with each social committee.

7.10. **Publicity Director**

The Publicity Director will:

- be responsible for communication to the general membership and public via a newsletter and/or website;
- a newsletter shall have charge of collecting news and advertisements and newsletter production and distribution;
- be responsible for any publicity needs of the League, including coordinators, Forest Heights & Terrace Heights signs.

7.11. **Indoor Soccer Director**

The Indoor Soccer Director will:

- be charged with the general supervision of all community indoor soccer and be the liaison with any indoor soccer association;
- 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.

7.12. **Outdoor Soccer Director**

The Outdoor Soccer Director will:

- be charged with the general supervision of all community outdoor soccer and be the liaison with any outdoor soccer association;
- 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.

7.13. **Director of Grants**

The Fund Raising Director will:

- be responsible for investigating, applying and overseeing submission for all grants available to the F.T.H.C.L. and its members and officers.

7.14. **Casino Director**

The Casino Director will:

- be responsible for all casino operations, including staffing and supervising of casinos, liaising with Alberta gaming and shall represent the F.T.H.C.L. at any meetings pertaining to casinos.

7.15. **Bingo Director**

The Bingo Director will:

- be responsible for all Bingo operations, including staffing and supervising of Bingos and shall represent the F.T.H.C.L. at any meetings pertaining to Bingos.

7.16. **Neighbourhood Watch Leader**

The Neighbourhood Watch 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

7.17. Rink Operations Director

The Rink Operations Director will:

- ensure rinks are in good condition, including all equipment required to maintain them
- hire rink attendant and outline responsibilities for the rink attendant
- manage complaints and ensure the rink schedules are acceptable

ARTICLE 8. TERMS OF OFFICE

- 8.0. Elections will be held at Annual General Meetings. A Director will take office immediately following the Annual General Meeting.
- 8.1. All terms will last two years.
- 8.2. The President, Secretary, Membership Director, Publicity Director, Bingo Director, Grants Director, Rink Operations Director and Indoor Soccer Director positions will have their elections in years with odd numbers.
- 8.3. The Vice President, Treasurer, Hall Rental Director, Building Maintenance Director, Social Director, Outdoor Soccer Director, Casino Director and Neighbourhood Watch Director positions will have their elections in years with even numbers.

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. MEETINGS

- 11.0. General meetings shall be held monthly, if possible with a minimum of five (5) held per year. Notice of meetings shall be made to the general membership by email, phone, website, and/or newsletter, at least seven (7) days prior to the meeting.
- 11.1. The Annual General meeting shall be held at a time determined by the F.T.H.C.L.. Notice of the meeting shall be made to the general membership and the F.T.H.C.L. community league signs at least seven (7) days prior to the meeting. The following will occur:
- the election of all Board of Director positions whose terms are expired and positions described as per Article 9.3., 9.4. and 10.1;
 - any proposed amendments or additions to bylaws;
 - presentation of the financial statement of the previous year;
 - policy, budget, and plans for the upcoming year;
 - nomination(s) for Honorary Life Membership;
 - discussion of any major issues in which all members should have input.
- 11.2. 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.
- 11.3. Each member of the Board is to give an accurate updated report at each meeting of the League.
- 11.5. Committee meetings will be held according to the needs of the committee.

ARTICLE 12. QUORUM

- 12.0. A quorum for all Annual General, General, or Special General Meetings will be five (5). Should quorum not be obtained at a meeting and voting is required due to time urgency, quorum can be obtained following the meeting via email voting.

ARTICLE 13. VOTING

- 13.0. Any member of the age of majority in good standing, who holds a current membership to the League is entitled to vote.
- 13.1. Each member shall have one vote only and must vote personally and not by proxy.
- 13.2. In the event of any vote resulting in a tie, the chairperson of the meeting shall have a deciding vote.
- 13.3. At any meeting, unless a poll is demanded by the chairman or three (3) or more members present, a declaration by the chairman that a resolution has been carried or carried by a particular majority. Or lost or not carried by a particular majority, an entry to that effect in the Minutes of the F.T.H.C.L. shall be conclusive evidence of the fact, without proof of the number or portion of the votes regarded in favour of or against such resolution.

- 13.4. 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 14. AUDITING

- 14.0. 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.
- 14.1. 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.
- 14.2. The fiscal year will end on July 31st.
- 14.3. 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 have access to such books and records during any League meeting.

ARTICLE 15. FINANCIAL

- 15.0. 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.
- 15.1. 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.
- 15.2. 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.
- 15.3. The Annual Budget will be submitted by the Board of Directors for approval at the Annual General Meeting.
- 15.4. The League, may, by Special Resolution, borrow or raise or secure the payment of money, or issue debentures.
- 15.5. Penalties, for late payment or non-payment, on monies due, will be determined by the Board of Directors.
- 15.6. 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 16. INDEMNITY AND LIMITATION OF LIABILITY

- 16.0. 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.

- 16.1. 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.
- 16.2. No member shall be liable, in his or her own personal capacity, for any debt or liability of the League.

ARTICLE 17. AMENDMENTS TO THE BYLAWS

- 17.0. 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.
- 17.1. 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.
- 17.2. Notice of such proposed changes will be given in writing along with the Notice of an Annual General or General Meeting.

ARTICLE 18. DISSOLUTION

- 18.0. 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.
- 18.1. 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 19. PARLIAMENTARY AUTHORITY

- 19.0. 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 20. ADMINISTRATION

- 20.0. 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.

- 20.1. 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.
- 20.2. 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.
- 20.3. All contracts and engagements with The League must retain two signatures: that being the same as listed in Article 15.3.
- 20.4. The League will retain membership in the Edmonton Federation of Community Leagues.

ARTICLE 21. POWER OF THE BOARD OF DIRECTORS

- 21.0. 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 22. INCORPORATION

- 22.0. 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.
- 22.1. Passed by Special Resolution at the General Meeting of Forest/Terrace Heights Community League on the __day of __ 200__, 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.

ARTICLE 23. PRIVACY LEGISLATION AND GOVERNANCE

- 23.1. The League will collect personal information such as address, contact and residence information only for the purpose of administering and enhancing League programs. Health insurance or emergency contact information may be collected as required to administer sports or recreational activities. Aggregate information such as age or general profiles of the community without identification of individuals may be used to develop League programs.
- 23.2. Personal information will not be sold or released to any commercial or other organization except in accordance with requirements under the law or as specified at the time of collection of the information.
- 23.3. Personal information will be kept by the Membership Director or by the specific administrator of the relevant program requiring the information. Any member may verify his/her own information on request to the Membership Director or the program administrator within a reasonable time. A member requesting to verify or update information must be able to provide proof of identity before accessing his/her own personal information held by the League, and

anyone holding such personal information may not disclose it except in accordance with these bylaws.

23.4. The League will abide by the Privacy guidelines of the Edmonton Federation of Community Leagues.

Dated at the City of Edmonton in the Province of Alberta, this ___day of ___, 200__ A.D.

Lara McClelland
President
F.T.H.C.L.

Deb Kardash
Vice-President
F.T.H.C.L.

Kathy Hamacher
Treasurer
F.T.H.C.L.