

**LAKEVIEW
COMMUNITY ASSOCIATION**

ARTICLES OF INCORPORATION

And

BYLAWS

Membership Approved - November 1st, 2017

Corporation Number #206435

REVISION HISTORY

Revision Number	Description	Date
1	Bylaws & Articles	Nov, 2005
2	Bylaws & Articles	Nov 1, 2017
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Articles of Incorporation

Article One - Name of the Corporation:

1.1 The name of this association shall be the **LAKEVIEW Community Association**.

Article Two – Municipality of Registered Office:

2.1 Saskatoon, SK

Article Three – Class of Memberships:

3.1 **Regular Membership** - shall be open to any individual who resides within the boundaries of the Association. Regular members will be entitled to the right to vote at meetings and given priority to participate in association activities over associate members.

3.2 **Associate Membership** -shall be open to any individual resides outside the boundaries of the Association. Associate members do not have the right to vote at meetings or be elected as a Board Member.

Article Four – Right to Transfer Membership Interests:

4.1 None

Article Five – Number of Board Members:

5.1 Minimum of Five (5), Maximum of Twenty (20)

Article Six – Type of Corporation:

6.1 The corporation is a Saskatchewan Not for Profit Corporation.

Article Seven – Restrictions:

7.1 None

Article Eight – Dissolution of the Corporation:

8.1 Upon dissolution of the liquidation of the corporation, all the remaining assets of the corporation after payment of all debts and liabilities shall be donated to:

- a.) A charitable corporation

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- b.) A registered charity within the meaning of the income tax act (Canada)
 - c.) A municipality
 - d.) The government of Canada or a government of any province or an agency of any of those governments
 - e.) Any combination of the bodies described in clauses a to d
- 8.2 Any motion towards dissolution must meet the requirements in accordance to the Non-profits Corporations Act.
- 8.3 Any motion, which would authorize dissolution of the Association, must be approved by $\frac{3}{4}$ majority of eligible voters present before it can be implemented.
- 8.4 In the event that dissolution is approved, a panel of at least three (3) trustees must be appointed to oversee the wind up of all outstanding financial affairs of the Community Association in accordance with the following guidelines:
- (a) The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts for which the Association may be accountable.
 - (b) Assets such as sports equipment acquired with major financial assistance from another organization shall revert back to that organization if it is still in existence.
- 8.5 Any motion for dissolution requires at least ninety (90) days notice and publication in at least three (3) written newsletters or through a combination of written newsletters and website (if available).

BYLAWS of the Association

Preamble:

- a. **Interpretation** - In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Board shall be final and conclusive.
- b. Words importing the masculine gender shall include the feminine, and words importing the singular shall include the plural and vice versa
- c. “Act” means the Non-Profit Corporations Act of Saskatchewan, or its successor, as from time to time amended.
- d. “Board” means the elected Board Members of the Corporation
- e. “Association” means the Lakeview Community Association
- f. “Members” means the members of the Corporation who are in good standing
- g. “Ordinary Resolution” means a resolution passed by a majority of the votes cast.
- h. “Special Resolution” means a resolution passed by two thirds of the votes cast.

Bylaw 1 - Boundaries:

- 1.1 The Lakeview community shall include all the area that lies within these boundaries:

In the City of Saskatoon, Saskatchewan: bounded on the North by Taylor Street, and on the West by Circle Drive, and on the South by Highway 16 and on the East by the center of Weyakwin Drive which includes the property on the west side of Weyakwin Drive.

- 1.2 The **mailing address** of the Association shall be:

Box 34007
Saskatoon, SK
S7J 5L7

Bylaw 2 - Objectives:

- 2.1 To promote and assist in the development of the educational, recreational, and social well- being of the residents within the neighborhood.
- 2.2 To encourage a sense of community and work to improve the quality of life of the people

in the neighbourhood.

- 2.3 To promote, develop, and organize recreational, educational, and social programs, facilities, and sites by:
 - 2.3.1 Working in cooperation with the City of Saskatoon, Community Services Department;
 - 2.3.2 Working in conjunction with the Public & Catholic School Boards, and other organizations and agencies;
 - 2.3.3 Raising funds for carrying out and furthering Association objectives

Bylaw 3 – Membership:

- 3.1 There shall be two *Classes of Memberships* available. Any membership requires the person to be at least 18 years of age and is subject to approval of the Board of Directors and payment of any prescribed fees.
 - 3.1.1 *Regular Membership* - shall be open to any individual who resides within the boundaries of the Association. Regular members will be entitled to the right to vote at meetings and given priority to participate in association activities over associate members.
 - 3.1.2 *Associate Membership* - shall be open to any individual resides outside the boundaries of the Association. Associate members do not have the right to vote at meetings or be elected as a Board Member.
- 3.2 Membership fees shall be set annually by the board, subject to approval by the membership at the general meeting.
- 3.3 Memberships shall be valid commencing September 1st and ending August 31st of each year and must be paid before participating as a member in any organized activities. Membership fees are not refundable.
- 3.4 Only an individual or family that has paid the required fee shall be considered a **member in good standing**. A member in good standing will be entitled to the rights and privileges of the Association, including holding office.
- 3.5 Membership from other community associations will be honoured for participation in activities.

Bylaw 4 – Meetings:

- 4.1 Annual General Meeting – AGM
 - 4.1.1 For the purpose of Bylaw 4 voting members will constitute elected Board Members and Regular Members except where specifically stated.

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- 4.1.2 There shall be at least one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held before the end of November (i.e. within 120 days of Financial Statement Review being completed).
- 4.1.3 Reasonable effort shall be taken to give notice of the time and place of the AGM. Meetings by advertising within the neighborhood not less than 15 days or more than 65 days before the meeting Notice may take the form as a notice in the Community Association newsletter and/ or other public media as deemed necessary.
- 4.1.4 Not less than 50% of the number of elected Board Members present shall constitute quorum at any AGM.
- 4.1.5 Election of Board members shall take place at the Annual General Meeting. Voting shall be by majority vote of the voting members or secret ballot.
- 4.1.6 The business to be voted on at the AGM shall be by majority vote of the voting members present as indicated by a show of hands with the exception of:
 - 4.1.6.1 Amendments to the bylaws are to be passed by at least two-thirds of the majority vote of the voting members
- 4.1.8 The AGM is open to all Members of the Association in good standing and all residents within the Association's designated boundaries.
- 4.1.9 The order of business for the Annual General Meeting shall be as follows:
 - a) Notice of the meeting
 - b) Minutes of the previous Annual General Meeting
 - c) Business arising from minutes
 - d) Correspondence
 - e) Reports of the Board of Directors
 - f) New Business
 - g) Election of Directors
 - h) Adjournment

4.2 Regular Meetings – Monthly basis

- 4.2.1 The Association shall conduct at least 8 regular meetings per year on a monthly basis.
- 4.2.1 All regular meetings of the Board shall be open to all types of members but presentation of motions and voting rights shall be restricted to elected Members of the Board

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- 4.2.3 No less than 5 Board Members shall constitute quorum at a regular meeting. All questions before the Board shall be determined by majority vote of the Board Members.
- 4.2.4 Each Board Member position will constitute one vote (ie. Director, Secretary, DAL, Refer to point 5.3)
- 4.2.5 Each Board Member is entitled to receive notice of and to attend and be heard at every regular meeting of the Board.

4.3 Special Meeting

- 4.3.1 In addition to the AGM, a Special Meeting of the Members of the Association shall be held in the following circumstances:
 - 4.3.1.1 When advisable by the Board of Directors
 - 4.3.1.2 When requested in writing by no less than 20 members. The request must clearly state the nature of the business proposed to be transacted at such meeting. No other business shall be discussed.
- 4.3.2 Reasonable effort shall be taken to give notice of the time and place Special Meetings Notice may take the form as a notice in the Community Association newsletter and/ or other public media as deemed necessary
- 4.3.3 No less than 50% of the elected Board Members present shall constitute quorum Special Meeting

Bylaw 5 - Board Members:

- 5.1 The Business of the Association shall be managed by the Board Members elected duly from the Membership of the Association.
- 5.2 Under *extra ordinary circumstances* where there are fewer than 5 executive members on the Board, a three member executive body may be formed in order to conduct business. This executive body would consist of the:
 - a. President
 - b. Treasurer
 - c. Secretary
- 5.3 Any position may be a co-position / shared position, equaling one vote.
- 5.4 Any Board Member who ceases to hold office shall turn over to the Board all documents, records, books, funds and property pertaining or belonging to the Board.
- 5.5 Any Board Member may be removed from office by Ordinary Resolution of the Members present at the Annual General or Special Meeting.

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- 5.6 The Board Members shall have power to do all things necessary for the successful operation of the organization and be empowered to:
- 5.6.1 Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the wellbeing and advancement of the objectives of the Association.
 - 5.6.2 Commence any 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.
 - 5.6.3 The fee schedule for programs will be determined by the indoor coordinators in accordance with the Boards guideline and approved by the Board.
 - 5.6.4 Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next Annual General Meeting, at which time an election can be made to fill the position for the remaining term of office.
 - 5.6.5 Ensure the objectives of the Association are carried out and that the Board operates on a non-political, non-sectarian basis.
 - 5.6.6 The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
 - 5.6.7 The Board Members will have the benefit of free membership during their term on the LCA as well credit towards the cost of programs not requiring registration to outside organizations. The amount of the credit will be reviewed annually at the AGM.
 - 5.6.8 Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
 - 5.6.9 Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary
 - 5.6.10 Expel any member for unbecoming conduct, or failure to carry out his/her duties as an elected officer, or infraction of any rules and regulations of the Association; or suspend from the Board who is absent for 3 consecutive meetings without a satisfactory explanation to the President.
 - 5.6.11 The duties and responsibilities of all Board of Directors should be reviewed on an annual basis, prior to the fall annual meeting, and be revised as required.
- 5.7 The newly elected Board Members shall be elected for a two (2) year term (these being in alternate years) with the exceptions of President and Vice President, who shall serve a one (1) year term.

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5.8 The Board Members (*excluding the positions held for 1 year terms*) shall be elected on a rotational basis of *Even* and *Odd* numbered years.

Term	Current	Proposed
1 year	President	1. President
1 year	Vice President	2. Vice President
even	Secretary	3. Secretary
odd	Director of Finance	4. Director of Finance
even	Director of Communications	5. Director of Communications – website/internet presence
odd	Director of Social Activities	6. Director of Social Activities
even	Director of Indoor #1	7. Director of Indoor #1 – Adult programming
odd	Director of Indoor #2	8. Director of Indoor #2 – Children programming
even	Director of Indoor #3	9. Director of Indoor #3 – Senior programming
odd	Director of Park and Rink	10. Director of Park and Rink
even	Director of Soccer	11. Director of Soccer
odd	Director of Basketball	12. Director of Basketball
even	School Liaison	13. Director of School Communications
odd	Director at Large	14. DAL – one time event coordinator
odd	Director at Large	15. DAL – facility manager
even	Director at Large	16. DAL – newsletter
even	Director at Large	17. DAL – duties as assigned
even	Director at Large	18. DAL – duties as assigned
odd	Director at Large	19. DAL – duties as assigned
odd	Director at Large	20. DAL – duties as assigned

5.9 In addition to the Board Members selected pursuant to Bylaw 5.8 the following persons shall be ex officio on the Board and shall be deemed to be Associate Members of the Association: the Principals of Ecolé Lakeview School and St. Bernard School, the Community Consultant of the City of Saskatoon Community Services Department.

Bylaw 6 – Financial Affairs:

6.1 The LCA accepts the conditions of Online Banking in the following terms:

- 6.1.1 There will be three board members associated with the banking account:
- a. President;
 - b. Director of Finance;
 - c. One other Designated Board Member.

- 6.1.2 Each person associated with the account will have their own username and password.

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- 6.1.3 Internet Online Banking Administrator Access (ability to initiate transactions) will only be given to the Director of Finance.
- 6.1.4 The Director of Finance will give Account Access Rights to the President and the designated 3rd Board Member so they may review the account but not initiate any transactions.
- 6.1.5 Online account transactions initiated by the Director of Finance will notify the President or 3rd board member designate for approval.
- 6.1.6 The direct debit card will only be authorized for use by the Director of Finance.
- 6.1.7 All transaction reports of the debit card will be sent to either the President or 3rd party designate
- 6.1.8 The direct debit card will have a transaction limit of \$1000.
- 6.1.9 All cheques and the annual financial return shall be signed by
 - a) President and/or;
 - b) Director of Finance and/or;
 - c) One other designated Board Member.
- 6.1.10 In person money sequestration will require 2 of the 3 people specified in point 1.
- 6.2 Projected budgets for the upcoming year will be presented and tentatively approved by the Board at the September regular meeting. Individual coordinators can begin using this budget following the meeting until ratification of this projected budget is approved at the AGM.
- 6.3 The fiscal year of the Association shall be August 1 to July 31
- 6.4 The Board shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Board. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM
- 6.5 Any Board Member needs approval from the Board for any purchases over \$500 per transaction that is over and above the approved budget
- 6.6 No Board Member shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association unless the transaction has been approved by

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the Board, or, in the case of an obligation or contractual liability in excess of \$5000, by the Members at an AGM or Special Meeting when this is outside the proposed budget.

- 6.7 All fees, revenue and grants payable to the Association shall be kept in an account kept in the name of the Association at such a bank as the Board may determine and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 6.8 All property of the Association shall be the responsibility of the Board and the Board shall see that a correct inventory of property is kept
- 6.9 A monthly financial statement shall be presented at each regular meeting of the Board
- 6.10 The Board may, where deemed necessary, waive, reduce or rebate activity fees of any Member
- 6.11 No member of the Board Member or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

Bylaw 7 – Amendments:

- 7.1 The Board of Directors may, by resolution, make, amend, or repeal any *bylaws or policies* that regulate the activities of the Association.
- 7.2 Bylaws, amendments, or repeals are effective from the day of approval by the Board (ie. at a regular meeting).
- 7.3 All changes, in Bylaws must be presented to the next AGM who may confirm, reject or amend the Bylaw, amendment or repeal
- 7.4 Proposed change to the Bylaws must be detailed in the notice of the next AGM
- 7.5 Proposed amendments to the Articles of Incorporation must be in writing and presented to the Board of Directors not less than thirty (30) days prior to the Annual General Meeting.
 - a) Full details of the amendment to Articles must be made available through the notice of the meeting
 - b) Article amendments shall require at least 2/3 majority of the votes cast at the AGM in order to be ratified.
 - c) No amendments to the Articles of Incorporation are effective until the Association has filed the Article of Amendment with the Corporate Registry
- 7.6 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Board Members shall be final and binding.

Bylaw 8 – Indemnity

8.1 The Corporation shall indemnify any Board Member or Officer of the Corporation for liability incurred by such Board Member or Officer directly as a result of honestly and in good faith carrying out his or her duties.

Bylaw 9 - Dissolution of the Association:

9.1 If the Members resolve that the Corporation can no longer function as a viable organization, the dissolution may be considered. This action should be implemented only after it has been concluded that no future purpose for the Corporation existence can be identified. (The Corporation may instead resolve to suspend activities until enough interest is shown to make it viable again).

9.2 Upon dissolution, all remaining assets shall be donated to a charitable or non-profit organization identified and approved by the Members at the same meeting as dissolution was approved, and no resolution to approve dissolution of the Corporation shall be effective unless it specifies such a charity or non-profit organization.

ENACTED by Board Members on the 1st of November, 2017

Chairperson _____

Secretary _____