

## 5. BYLAWS

### ARTICLE 1: NAME

The name of the League shall be: NORTH GLENORA COMMUNITY LEAGUE.

### ARTICLE 2: INTERPRETATION

- a) The Community League shall encompass that portion of the City of Edmonton bounded on the North by 111 Ave, on the West by 142 St., on the South by 107 Ave, on the East by Groat Road, or otherwise as may from time to time be fixed by the Edmonton Federation of Community Leagues and the City of Edmonton.
- b) Requirement of the Societies Act to be followed shall mean the Societies Act, being Chapter S-18 of the Revised Statutes of Alberta, 1980 and amendments thereto.
- c) Where the masculine gender is used in these bylaws, the same shall be construed as including the feminine gender where the context or the party referred to so requires.
- d) 'Special Resolution' shall mean a resolution passed by a majority of not less than three-fourths of members, in good standing, and present in person at an Annual, General or Special meeting called for the express purpose, upon the giving of 21 days notice, or as provided in the Societies Act of Alberta.
- e) 'Board' shall mean Executive Board.
- f) 'League' shall mean North Glenora Community League.

### ARTICLE 3: MEMBERSHIP

- a) Anyone resident within the boundaries of North Glenora shall be eligible for membership.
- b) All members will be charged an annual fee which will be set only at the Annual General Meeting.
- c) A member may withdraw from membership in the League by written notice of their intent to the League Secretary.
- d) By Special resolution, membership in the League may be terminated for conduct injurious to the League, its purposes or goals, provided such member is given the opportunity for a hearing before the Executive Board.
- e) An honorary membership may be conferred on any person at the Annual General Meeting by a two-thirds majority of members present at the meeting.

### ARTICLE 4: VOTING

- a) Each adult member of the League, in good standing, shall have the right to vote on matters pertaining to the Community league; such votes must be made in person and not by proxy or otherwise.

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**ARTICLE 5: EXECUTIVE BOARD**

- a) **Officers:** The Executive Board shall consist of the following officers: President, Past President, First Vice President, Second Vice President, Secretary, Treasurer, Chairmen of all Standing Committees, and such Executive members as may be deemed necessary and as appointed by the Executive Board, and approved by a Annual General, General or Special meeting
- b) **Board Powers:** The Board shall be responsible to carry out the wishes of the membership and shall manage the affairs of the League as directed and approved by the membership.
- c) **Quorum:** A quorum of the Executive Board in meeting shall be a majority of the members of the Board.
- d) **Frequency of Meetings:** The Executive Board shall meet at the call of the President, but in any event, not less than four (4) times per year. In addition the President shall, upon request by not less than five (5) members of the Executive Board, call a meeting of the Board within ten (10) days of receipt of the request.
- e) **Notice of Meetings:** Meetings of the Board may be called on the instructions of the President or Board following a notice given to all members by the Secretary by mail, by telephone, or by any effective method, at least one day previous to such meeting.
- f) **Appointment:** The following officers of the Executive Board: President, First Vice President, Second Vice President, Secretary, and Treasurer, shall be elected annually with no one being elected to the same position for more than two (2) consecutive terms, unless a replacement cannot be found.
- g) **Termination:** By a Special Resolution, any Executive Board member or Committee Chairman may be removed from office for just cause provided such member is given the opportunity to have a proper hearing.
- h) **Replacement of Board Members:** In the event of a vacancy occurring in the Executive Board as a result of resignation, death or removal, the Executive shall be empowered to fill the vacancy by appointment. The person so appointed shall hold office until the next Annual General Meeting at which time he shall be eligible for a full term in that office.

**ARTICLE 6: OFFICERS**

- a) **Duties of Officers:**
  - i. **President:** The President shall preside at all meetings. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall be charged with the general supervision of all activities of the League.
  - ii. **Past President:** The Past President shall be assigned duties at the discretion of the Executive Board.

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- iii. **First Vice President:** In the absence of the President, the First Vice President shall preside at all meetings. The First Vice President shall carry out any duties as delegated by the President or Executive Board.
- iv. **Second Vice President:** In the absence of the President and the First Vice President, the Second Vice President shall preside at all meetings. The Second Vice President shall carry out any duties as delegated by the President or Executive Board.
- v. **Secretary:** It shall be the duty of the Secretary to attend all meetings of the League and to keep accurate minutes of the same. In case of the absence of the Secretary, the duties shall be discharged by such officer as may be appointed by the Executive Board. The Secretary shall have charge of all correspondence of the League under the direction of the President and the Executive Board except for matters belonging specifically to a committee.
- vi. **Treasurer:** The Treasurer shall receive all monies paid to the League and shall be responsible for the deposit of same in whatever bank the Executive Board may order. The Treasurer shall properly account for the funds of the League and keep such books as may be directed. The Treasurer shall present a full detailed account of receipts and disbursements to the Executive Board whenever requested, and shall prepare for submission to the Annual General Meeting a statement, duly audited as set forth under Article 10(c), of the financial position of the League and submit a copy of the same to the Secretary for the records of the League.

### ARTICLE 7: COMMITTEES

- a) **Appointment:** The Executive Board may establish committees and appoint members to committees as the need arises.
- b) **Duties:** Duties shall be determined by the Executive Board and described in detail in the Special rules. All committees (for example, Standing, Ad hoc, Special) shall keep proper records including minutes and financial records and shall report regularly to the Board and/or General meetings.
- c) **Quorum:** A quorum for all committees shall be a majority of the members of the committee.

### ARTICLE 8: NOMINATIONS AND ELECTIONS

- a) Elections will take place at the Annual General Meetings.
- b) The Nominations Committee shall be made up of three (3) community league members excluding the President and shall be appointed by the Executive Board within three months of the Annual General Meeting.
- c) The proposed slate of officers shall be presented by the Nominating Committee to the Annual General Meeting at which time additional nominations may be accepted from the floor.

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- d) Election to office shall be by a majority of votes cast.
- e) Any member in good standing shall be eligible to any office in the League.
- f) In the event that no election is held at the Annual General Meeting, the meeting stands adjourned until the next week at the same day, place and time, as the adjourned meeting and this will continue until an election is held.

**ARTICLE 9: MEETINGS**

- a) **Annual General Meeting:** The annual general meeting of the League shall be held in the month of March.
- b) **General Meetings:** General meetings, including the Annual General meeting, shall be called no less than once per year.
- c) **Special Meetings:** Special meetings may be called upon receipt by the Secretary of the League of a written request signed by fifteen (15) members of the League.
- d) **Notice of Meetings:** At least fourteen (14) days notice of all Annual, General, or Special meetings shall be given in writing to every community league member.
- e) **Quorum:** The quorum for all Annual, General or Special meetings shall be twenty (20) members eligible to vote.

**ARTICLE 10: FINANCES OF THE LEAGUE**

- a) The fiscal year will be January 1st to December 31st.
- b) The budget shall be presented and approved by the membership at the Annual General Meeting.
- c) The books and records of the League shall be audited at the end of each fiscal year by a qualified accountant, or two Community League members-at-large appointed for that purpose by the Executive Board. A Review Opinion report may be completed in lieu of an audit by an accountant.
- d) The Executive Board of the League shall be empowered to spend not more than ten thousand dollars (\$10,000), or in cases of emergency, up to twenty thousand dollars (\$20,000) of the League funds on any single item without the express approval of the membership at an annual general meeting, or a general or special meeting.
- e) A Financial Committee shall be appointed by the Executive Board to develop the budget for approval at the Annual General Meeting.
- f) Standing Committees may at the discretion of the Executive Board maintain separate bank accounts. All such committees shall prepare budgets and annual financial statements for presentation to the Annual General meeting either in conjunction with or included in the

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League's Treasurer's report. They shall maintain proper records and financial procedures at all times and be financially accountable to the membership.

- g) Signing authority – Expenditures: Cheques issued on behalf of the League shall be signed by any two individuals in the following positions: President, a Vice President, Treasurer, Secretary.
- h) Contracts and Official Documents: The following officers of the Executive Board shall have signing authority for contracts and other official League documents: President, a Vice President, Treasurer, Secretary or designate as approved by the Executive Board.

**ARTICLE 11: BORROWING POWERS**

- a) The League by a Special Resolution may borrow or raise or secure the payment of money or issue debentures.

**ARTICLE 12: BOOKS AND RECORDS**

- a) All books and records of the League may be inspected by any member of the League at the Annual General meeting or at any time upon giving reasonable notice, and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall, at all times, have access to such books and records.
- b) A register of members shall be kept containing the names and addresses of the League's members and which may be inspected at any time by a member without payment of a fee. A copy of such register to be kept at the League's registered office.

**ARTICLE 13: HONORARIA**

Unless authorized at a General meeting by a Special Resolution, no officer or member of the League shall receive any remuneration for his services in the capacity of an officer, committee chairman or committee member.

**ARTICLE 14: SEAL OF THE COMMUNITY LEAGUE**

The use and care of the Seal of the League shall be the responsibility of the Secretary and shall be kept at the League office, and shall be used when authorized by a resolution of the membership at a properly called general meeting and shall be affixed to documents and instruments when legally or conventionally required.

**ARTICLE 15: EFCL AND AREA COUNCIL**

The League shall maintain its membership in the Edmonton Federation of Community Leagues and Area Council when it exists.

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**ARTICLE 16: PARLIAMENTARY AUTHORITY**

The latest edition of 'Robert's Rules of Order' shall apply on all questions of procedure and parliamentary law not specified in these bylaws or the requirements of the *Societies Act of Alberta*.

**ARTICLE 17: AMENDMENTS TO BYLAWS**

Subject to compliance with the requirements of the *Societies Act*, the Bylaws shall be rescinded altered or added to by Special Resolution of the League, notice of which has been given in writing to every member at least twenty-one (21) days prior to an Annual, General or Special meeting.

**ARTICLE 18: DISSOLUTION OF THE LEAGUE**

Upon dissolution of the Society, after payment of debts and liabilities, any assets remaining that were gained through gaming, will be donated to another charitable organization.