

## Bylaws of the Association

### Bylaw 1: Boundaries

---

1. Holiday Park Community Association [the “**Association**”] shall include all of the areas that lie within the following boundaries of Saskatoon: South by 11th Street, West by Dundonald Avenue, East by South Saskatchewan River and South by the CN railway tracks

### Bylaw 2: Objectives

---

2. To participate in any decisions affecting the development of, or changes to, the Holiday Park area.
3. To organize and promote sports and recreational activities and social events for the residents of Holiday Park.
4. To inform membership of the current and proposed activities in the Holiday Park Area through public meetings, newsletters, and other means, to encourage the members to participate in the planning, organizing, and enjoyment of those activities
5. To speak on behalf of the membership to the municipal and all other levels of government.
6. To encourage the provision of high quality community and social services, such as health, education, welfare, information, and protective services, by government, private and volunteer agencies, to the residents of Holiday Park.
7. A membership fee, if any, in Association of Crime Stoppers Programs of Saskatchewan, Inc. (the “**Corporation**”) may be determined from time to time, by the directors of the Corporation. Any person residing in Saskatchewan, and being of the full age of eighteen (18) years, may become a member by a favorable vote passed by a quorum of the directors of the Corporation, and upon payment of the fee (if any). Such voting shall be by show of hands, unless the meeting by resolution otherwise decides. Notwithstanding the foregoing, the provincial representative of Crime Stoppers International, Inc. shall be an associate member of the Corporation.

### Bylaw 3: Membership

---

8. There shall be two classes of membership:

**Resident Membership** shall be open to any individual who is at least 18 years of age whose primary residence is within the Association’s Boundaries. Membership is subject to approval of the Board of Directors and payment of any prescribed fees

**Non-Resident Membership** shall be open to any individual who is at least 18 years of age whose primary residence is outside the Association's Boundaries, whose membership has been approved by the Board of Directors, and is subject to payment of any prescribed fees

9. Resident Members in good standing, as well as their children, shall be given priority to participate in association activities over non-resident members and other neighbourhood participants. Non-Resident members shall be given priority over other neighbourhood participants.
10. Membership fees, if any, shall be paid annually at a date stipulated by the Board. The Board may set these fees annually.
11. Memberships shall be valid from January 1 to December 31 of each year.
12. A member in good standing is entitled to the rights and privileges of the Association, including holding office.
13. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors through its Secretary. Any member upon a two-thirds vote of all Directors of the Corporation in good standing may be expelled from membership for any cause which the Corporation may deem reasonable.

#### **Bylaw 4: Board of Directors**

---

- 14 The Business of the Association shall be managed by the Board of Directors [the "**Board**"]. The Board shall be duly elected from the membership of the Association, and shall consist of not less than 5 nor more than 12 directors.
- 15 Under extraordinary circumstances where there are fewer than 5 directors, a three member executive body may be formed in order to conduct business. This executive body shall consist of the:
  - (a) President
  - (b) Treasurer
  - (c) Secretary.
- 15 Any position may be a co-position/shared position. In such a circumstance, a person holding multiple positions shall only be entitled to a single vote.

#### **Bylaw 5 – Powers of the Board**

---

- 16 The Board of Directors shall have power to do all things necessary for the successful operation of the organization and be empowered to:
  - (a) Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association.
  - (b) Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association

- (c) Suspend from the association any member who is found to be acting in contravention of the objectives of the association, articles of incorporation or bylaws, or for discreditable conduct.
  - (d) 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.
  - (e) Ensure the objective of the Association are carried out and that the Association operates on a non-political, non-sectarian basis.
  - (f) The objectives of the Association shall be carried out with pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
  - (g) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
  - (h) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies as they deem necessary.
  - (i) Provide bylaws as a supplement to the Articles of Incorporation where deemed necessary
  - (j) The duties and responsibilities of all Board of Directors should be reviewed on an annual basis, prior to the annual meeting, and shall be revised as required.
- 17 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association, and to promote its objectives.
- 18 The Directors may appoint members in good standing where necessary to be responsible for specified committees or duties.

#### **Bylaw 6 – Election of the Board of Directors**

---

- 15 The Association shall be governed by an elected Board of Directors. Elections shall occur at the Annual General Meeting (AGM) of the Association. Board terms shall not end until the end of the AGM and the end of their term.
- 16 Not more than 50% of the Board of Directors should be retired annually.
- 17 Newly elected Directors shall be elected for a 2 year term, with the exceptions of President and Vice-President, who shall serve a 1 year term.
- 18 Excluding the President and Vice-President, who shall be elected each year, the Board of Directors shall be elected on a rotational basis of even and odd numbered years as follows:
- Secretary – elected during even years
  - Treasurer – elected during odd years
  - Social Coordinator – elected during even years

Information Coordinator – elected during odd years  
Recreational Coordinator 1 – elected during even years  
Recreational Coordinator 2 – elected during odd years

- 15 Any member of the Association considered in good standing is entitled to the rights and privileges of the Association, including the right to hold office or stand as a candidate for office.
- 16 Elections shall be by a show of hands, unless agreed on by a 2/3 majority of voting members present that secret ballot is required.
- 17 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 18 If one director holds multiple position titles, then that member is still only permitted one vote.

#### **Bylaw 7 – Meetings**

---

19. There shall be at least one Annual General Meeting (AGM) in each calendar year to be held prior to December 31.
20. Election of the Board of Directors shall take place at the AGM.
21. The AGM is open to all members of the Association in good standing and all residents within the Association's designated Boundaries.
22. The order of business for the AGM shall be as follows;
  - (a) Notice of the meeting
  - (b) Minutes of the previous Annual General Meeting
  - (c) Business arising from minutes
  - (d) President's Report
  - (e) Executive Reports
  - (f) Election of Officers
  - (g) New Business
  - (h) Adjournment
22. Board of Directors meetings [**General Business Meetings**] shall be open to general attendance; however, only the Board members may present motions and vote.
  - a. All business transacted at meetings necessary to the day to day operation of the Association is deemed to be general business.
  - b. All Board members shall be notified of every meeting in writing via electronic or written means with a minimum of five days' notice.
  - c. The Board at any meeting may decide to hold further regular General Business Meetings by adopting a resolution stating the day, hour, and place of those meetings and, if done, no further notice of those meetings shall be required.
  - d. In special circumstances, the Board may waive notice of a meeting should an immediate meeting be required. Every effort must be made to contact all board members.

- e. The president or their designate shall preside at meetings of the Association, and at the meetings of the Board.
  - f. Subject to Bylaw4, quorum at General Meetings is deemed to be not less than five sitting directors.
23. The Association may, by special resolution at a general or special meeting, remove any Board member from office in accordance with s. 96 of *The Non-profit Corporations Act, 1995*, SS 1995, c N-4.2 [the “Act”], or any successor thereto.
24. No special business may be transacted at a meeting of members unless the notice of the meeting states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.
25. Each Association member is entitled to only one vote on each question.

#### **Bylaw 9 – Financial Affairs**

---

26. 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 from there.
27. All cheques, drafts, and other negotiable or non-negotiable instruments shall be sufficiently signed with two signatures.
28. Signing authority will be approved for up to 4 directors, and the Board shall approve the choice of directors by simple majority.
29. The treasurer shall cause to be kept proper records and accounts of all transactions.
30. The financial statements shall be prepared within one month after fiscal year end in each year and the directors shall meet to approve the financial statements.
31. An electronic copy of the financial statement shall be made available to each member in good standing upon request.
32. A written financial statement should be presented at each meeting of the Board of Directors.
33. The fiscal year of the Association shall be from January 1 to December 31.
34. 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 of the Association to be approved by the Board and submitted to the membership at the AGM.

#### **Bylaw 10 – Pledging of Credit**

---

35. No member of the Association 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

wherein the Association is or will be obligated for a monetary sum in excess of \$500.00 that has not been previously approved by the Board.

**Bylaw 11 – Cooperation with other Associations/Agencies**

36. The Association shall cooperate with other community association in the City of Saskatoon having similar duties and powers and may do such things as are not inconsistent or in conflict with provisions of the Articles of Incorporation or Bylaws that it considers necessary in cooperating with those associations.
37. The Association shall honour other association memberships.
38. The Association should, where deemed necessary, subsidize the activity fees of community association members.

**Bylaw 12 – Amendments**

39. The Board of Directors may, by resolution, make amend or repeal any bylaws or policies that regulate the activities of the Association.
- a. All resolutions enacted will be brought forward to the membership at the next AGM for ratification by simple majority.
  - b. Resolutions failing ratification will be null and void and the pre-existing resolution will be reinstated and adhered to.
  - c. Except in the cast of the first bylaws, every bylaw, amendment, or repeal thereof shall state an effective date.
  - d. Bylaws, policies, amendments, or repeals are effective from the day of the enacted resolution of the Board.
40. Proposed amendments to the Articles of Incorporation must be in writing and presented to the Board of Directors not less than 30 days prior to the Annual General Meeting.
- e. Full details of the amendment to the Articles must be made available through the notice of the meeting.
  - f. Article amendments shall require at a 2/3 majority at the AGM in order to be ratified.
  - g. No amendments to the Articles of Incorporation are effective until the Association has filed the Article of Amendment with the Corporate Registry.

**Bylaw 13 – Disputes and Liabilities:**

41. In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Board shall be final and binding.
42. No member of the Board of Directors or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

**Bylaw 14 – Dissolution of the Association**

43. Dissolution of the Association shall be done in accordance with section 196 of *The Non-profit Corporations Act, 1995*, SS 1995, c N-4.2, or any successor thereto, and in accordance with the Association's Articles of Incorporation.