

# ELTON COMMUNITY CENTER CONSTITUTION

## Article 1

### *NAME*

The name of the Center shall be "Elton Community Center" hereinafter referred to as "ECC".

## Article 2

### *PURPOSE/OBJECTIVES*

The objectives of the Center shall be:

- (a) To plan and initiate and/or conduct a variety of recreational and leisure activities suited to the needs of the RM of Elton and surrounding area;
- (b) To communicate with the residents of RM of Elton and surrounding area so as to determine their needs for recreational and leisure activities and to ensure that they are aware of the activities and programs offered at ECC;
- (c) To administer and operate ECC in accordance with the requirements and/or policies of the RM of Elton and as written within this constitution;
- (d) To prepare budget and financial activities reports for presentation to the RM of Elton and the residents of RM of Elton and surrounding area;
- (e) To promote activities through which funds may be raised to support activities and initiatives of ECC;
- (f) To plan for the continued operations of ECC and its programs through the recruitment and training of volunteers.

## Article 3

### *MEMBERSHIP*

- 1) Members shall be those persons whom are residents and/or electors of the RM of Elton.
- 2) Associate Members shall be those persons whom have a paid membership and vested interest in the community center. "Vested" has been defined as a member with minimum three (3) consecutive years active involvement in our community center.
  - a) Should any Associate Member status be in question as listed in Article 3-2), the Board would then be presented with all information and a majority "FOR VOTE" of all Board Members less one (1) shall be required and be on a case by case basis.

**PLEASE NOTE ITEM 2):**

**\*This was voted upon at the AGM with a 25 FOR, 5 OPPOSED VOTE.**

**\*\*3 YEARS CONSECUTIVE" would be confirmed by paid membership records already held on file. If any one person was in question, it would be verified against these records to confirm such status.**

**\*\*ACTIVE" reflects paying members that are repeatedly and willingly volunteering numerous times over the course of the applicable program period. This will be tracked per program with volunteer tracking sheets that will be held and confirmed at ECC.**

- 3) The facilities of ECC shall be open to all members without charge, excepting those activities for which a charge/membership fee has been approved, and within the time frames set at the discretion of the Board.
- 4) Where it is considered membership would be detrimental to the aims and activities of ECC, the Community Center Board shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- 5) Membership in the Center is offered and accepted on the understanding that:
  - (a) ECC will not be responsible for any injury or accident or expense in connection therewith, sustained by anyone (member or otherwise) on ECC premises or elsewhere, and whether or not the injury or accident occurred in the course of ECC activities, and whether or not such expense is incurred as an emergency measure with or without consent of the injured person or his/her parents or guardians.
  - (b) ECC will not be responsible for the loss of, damage to, the personal property of anyone (member or otherwise) on the ECC premises or otherwise.
  - (c) Should anyone (member or otherwise) be confirmed to have caused damages to the Community Center or property on site, the board will be required to present all information and detailed summary of incidents to the RM of Elton as the property owner for actioning within their authority and discretion.

**Article 4**  
*COMMUNITY CENTER BOARD*

- 1) The business and affairs of the Centre shall be managed by a Community Center Board consisting of not less than the four (4) Executive Officers; being the President, Vice-President, Treasurer and Secretary; and up to a maximum of five (5) additional "members at large" as elected a General Meeting.
- 2) The Community Center Board shall have all the powers and authority in the intervals between General Meetings.
- 3) The Community Center Board is to serve without remuneration. No Board Member may directly or indirectly receive any profit from their position as a Board Member nor be privy to any services that any other members are not.
- 4) A Community Center Board member may be reimbursed for reasonable expenses incurred by them in the performance of their duties, and may be paid reasonably for any duties they perform under the contract of the Center such as an open tender that was pre-approved by the board and strictly apart from regular board duties and responsibilities. Any expenses in excess of \$100 must be pre-approved by the board.
- 5) On any occasion in which a Board Member, or spouse or dependent of a Board Member, has a personal, material or other substantial interest in any contract or transaction to which ECC is a party, it is hereby deemed that this Board member has a conflict of interest and shall disclose such interest at the time. The Board member shall refrain from speaking to or voting on the resolution approving the contract or transaction.

**Article 5**  
***DUTIES OF THE EXECUTIVE OFFICERS***

- 1) The President:
  - a) The President shall preside at all General Meetings of the Center and all Meetings of the Board as well as be responsible for calling all General Meetings of the center and all Meetings of the Board.
  - b) The President shall be an ex-officio member of all committees.
  - c) The President shall be responsible for maintaining and updating the Center's website, FaceBook page, RM of Elton Newsletter, local school note distribution where applicable, delegation of incoming emails and ensuring all information related to inquiries or requests is presented to the Board for decisioning.
  - d) The President shall sign all papers and/or documents that require certification and authentication.
  
- 2) The Vice-President:
  - a) The Vice-President shall perform all the duties of the President in the latter's absence
  - b) The Vice-President shall provide support as delegated from the President.
  
- 3) The Secretary:
  - a) The Secretary shall be responsible for preparing all meeting agendas and providing any related documentation required for Board Meetings and General Meetings.
  - b) The Secretary shall record the minutes of all General and Board Meetings and shall present the minutes to the Board Members at subsequent meetings for discussion and approval. The minutes shall be recorded in a book designated for this purpose so as to provide documentation for future reference and for presentation at the General Meetings. Minutes to be distributed electronically to all Board members.
  - c) The Secretary is responsible to preserve and file the legal and historical material of this organization e.g. constitution, insurance policies, fee schedules, reports of social events, fundraisers, etc.
  
- 4) The Treasurer
  - a) The Treasurer is responsible to receive, safeguard, and disburse monies for the organization.
  - b) The Treasurer shall give out written receipts for all monies which come to the organization.
  - c) The Treasurer shall record all receipts and disbursements in an appropriate accounting journal and shall prepare a verbal financial report for each Board Meeting and a written report for General Meetings.
  - d) The Treasurer shall present all financial records for the appointed auditor to allow for the presentation of an audited financial statement for approval at a General Annual Meeting.
  - e) The Treasurer shall report outstanding bills and accounts payable to the Board for approval.
  - f) Major expenses shall be presented at a Board Meeting for their approval.

**Article 6**  
*DUTIES OF THE COMMUNITY CENTER BOARD*

- 1) The Board shall be responsible for the management and all operations of ECC.
- 2) The Board shall determine all fees, rentals and all other charges in connection with ECC operations.
- 3) The Board shall be responsible for appointing any committees as may be deemed necessary.
- 4) The Board shall be responsible for any rentals of ECC facilities and rink grounds as set at Board Meetings.
- 5) The Board shall report at a General Meeting of the ECC on its plans for the season.
- 6) The Board will post publicly in the center and on the ECC website all current Community Board Members and have direct contact information for the Executive Board Members.
- 7) The canteen falls under the responsibility of the Community Center Board;
  - (a) Should a community member volunteer to help maintain and stock the canteen, it shall be voted upon. This volunteer shall not be a Community Board Member and is accountable to the Board.
  - (b) Should one of the non-executive “members at large” volunteer for maintaining and stocking of the canteen, it shall be voted upon.

**Article 7**  
*FINANCIAL YEAR*

The fiscal year of the Center shall be from July 1st to June 30th of each and every year.

**Article 8**  
*MEETINGS*

- 1) The Board shall meet upon the call of the President with two General Meetings of the membership to be held each year: one to be held the first week in November to be known as the Annual General Meeting; and one to be held the second week in April to be known as the Semi-Annual General Meeting, dates to be set by the Board.
- 2) A petition signed by twenty-five (25) bona fide members of the community and presented to the President shall constitute his/her warrant to call a Special General Meeting.
- 3) An Extraordinary Meeting of ECC may be called by the President upon authorization of the Board.
- 4) Notices of all General Meetings shall be posted at visible points in the community, advertised on the ECC website, via electronic communications and in the RM of Elton newsletter.
- 5) For transaction of business at a General Meeting, quorum is to be a “half plus one (1)” authorized number of Board Members. Quorum can be all members of the Board but must include a minimum of two (2) Executive Officers.

**Article 9**  
*ELECTIONS*

- 1) The election of the Board shall be conducted at a General Meeting and by ballot.
- 2) Nominations to the Board shall be made by the Members in attendance and by criteria set in Article 3 - 1), 2), 3) and be made by the show of hands.
- 3) Board Members shall hold office for a two (2) year term and then be eligible for re-election up to three (3) consecutive terms.
- 4) Elections for the President and Vice President must be on alternating years.
- 5) Elections for the Treasurer and Secretary must be on alternating years.
- 6) No person shall be elected to the Board or any Committee without first being contacted and having given agreement to be nominated.

**Article 10**  
*VOTING PRIVILEGES*

- 1) Only Members and Associate Members over the age of 18 years shall be entitled to vote at any General Meeting of the community center.
- 2) All motions with the exceptions of amendments to the Constitution shall be approved by a simple majority and can be completed by the board via email communications, to be ratified at the next Board Meeting and recorded in the minutes of the organization.
- 3) All amendments to the Constitution shall require a minimum of two-thirds majority present at a General Meeting.
- 4) All members who meet ECC's membership criteria, will be eligible to vote at all General Meetings.

**Article 11**  
*VACANCIES*

A community Board position shall be vacated upon the occurrence of any one of the following events:

- (a) By death;
- (b) Resignation in writing to the Board;
- (c) Removal by resolution of at least two-thirds of the Community Center Board Members.

In the event of vacancy for a position that could impede the operations of ECC, the Community Center Board may appoint a qualified Member to fill the vacancy(s) for the remaining term of office. Such appointments must have the majority approval of the assembled Community Center Board and only stand until the next General Meeting such as to allow any interested Community Members the opportunity to be elected to the vacant position.

**Article 12**  
*AUDITOR*

(a) One or more auditors, with bookkeeping experience shall be appointed by the executive board for the purpose of auditing the books and finances of ECC and shall be appointed each and every year.

(b) Signing Officers at the bank will be any two (2) of the President, Vice-President or Treasurer.

**Article 13**  
*AGENDAS*

- 1) General Meeting Agenda
  - a) Adoption of Minutes
  - b) Auditor's Report
  - c) Reports
  - d) Election of Board
  - e) New and General Business
  - f) Adjournment
- 2) Semi-Annual General Meeting Agenda
  - a) Adoption of Minutes
  - b) Report of the Board and Committees
  - c) Appointment of Auditor
  - d) New and General Business
  - e) Adjournment

**Article 14**  
*PROCEDURE*

All meetings of ECC and the Board shall be conducted in accordance with rules of conduct of a public meeting.

**Article 15**  
*AMENDMENTS*

This Constitution may be amended only at a General Meeting and as agreed upon with a majority vote of Community and Board Members in attendance.

**Article 16**  
*REVIEW OF CONSTITUTION*

This Constitution shall be reviewed and updated accordingly every five years by the Community Center Board.