

DIEPPE-WESTERRA COMMUNITY ASSOCIATION
CONSTITUTION & BYLAWS

JUNE 19, 2019

DIEPPE-WESTERRA COMMUNITY ASSOCIATION

CONSTITUTION

ARTICLE I: DEFINITIONS

- 1.1 **Association** means Dieppe-Westerra Community Association, which is a non-profit organization, incorporated in accordance with *The Non-Profit Corporations Act, 1995*, representing the residents of Dieppe Place and Westerra;
- 1.2 **Board** means the elected Directors and Coordinators of the Association;
- 1.3 **Community** means Dieppe Place and Westerra;
- 1.4 **Community Guest** means an individual or family who has purchased a Guest Pass in accordance with Section 2.12;
- 1.5 **Dieppe Place** means the area of Regina that is bounded by Wascana Creek to the north, Fort Street to the east, Dewdney Avenue to the south, and Courtney Street to the west;
- 1.6 **Media** means printed and electronic forms of mass communication used by the Board to convey information to the residents of Dieppe Place and Westerra;
- 1.7 **Member** means an individual or family who has purchased a membership in the Association in accordance with Section 2.1;
- 1.8 **Westerra** means the area of Regina that is bounded by Dewdney Avenue to the north, Courtney Street to the east, the City Limits of the City of Regina to the south, and Pinkie Road to the west;

ARTICLE II: MEMBERSHIP AND COMMUNITY GUESTS

- 2.1 Membership of the Association is open to individuals and families who reside within the Community.
- 2.2 Subject to the Constitution and Bylaws, any individual or family may become a Member in accordance with Section 2.1 and following the payment of such dues as the Board may determine in accordance with section 2.5.

- 2.3 The term of membership is from September 1st to August 31st of the following year, regardless of when the membership is purchased.
- 2.4 Membership cards shall be issued that reflect the period for which membership has been purchased.
- 2.5 Membership dues shall be established each year by the Board at the Annual General Meeting.
- 2.6 Any Member, by accepting membership in the Association, thereby binds himself or herself to abide by the Association's Constitution and Bylaws.
- 2.7 Members are accorded the full privileges of the Association as recorded in the Constitution and Bylaws.
- 2.8 Each Member is entitled to participate in the affairs of the Association.
- 2.9 Each Member who is aged eighteen (18) years or over is entitled to vote at meetings of the Association, provided that:
 - 2.9.1 said Member is in attendance at the meeting,
 - 2.9.2 said Member produces his or her membership card, and
 - 2.9.3 where the Member is a family, a maximum of two people from the same address are entitled to vote.
- 2.10 Any Member, if duly elected, may serve as a Director, Coordinator or committee member of the Association, provided that he or she is aged eighteen (18) years or over at the time of the election.
- 2.11 The Membership Coordinator shall maintain a list of Members and Community Guests, which shall be updated as memberships and Guest Passes are issued and payments received.
- 2.12 Subject to the Constitution and Bylaws, any individual or family who wishes to participate in one or more Community activities but who is not eligible to become a Member, may purchase a Guest Pass.
- 2.13 The term of a Guest Pass is from September 1st to August 31st of the following year, regardless of when the Guest Pass is purchased.

- 2.14 Guest Pass fees shall be established each year by the Board at the Annual General Meeting.
- 2.15 Community Guests are not entitled
 - 2.15.1 to participate in the affairs of the Association,
 - 2.15.2 to vote at meetings of the Association, or
 - 2.15.3 to serve as a Director, Coordinator or committee member of the Association.

ARTICLE III: TERMS OF REFERENCE

The purpose of the Association is to:

- 3.1 assist and lobby individuals, firms, corporations and civic government agencies to improve the quality of life in the Community;
- 3.2 identify local Community development needs, in the broadest sense, and to make provisions to fulfill those needs;
- 3.3 coordinate volunteers in conducting Community events and local development programs;
- 3.4 communicate to area residents issues of interest to the Community;
- 3.5 evaluate programs and their worth to the Community;
- 3.6 gather input and feedback from Community residents from time to time on issues of interest and importance to the Community;
- 3.7 work with the City of Regina's departments, divisions, committees, boards, commissions and consultants to improve and institute facilities and programs within the Community;
- 3.8 effectively administer all Association funds for the betterment of Community development opportunities in the Community;
- 3.9 work cooperatively with the West Zone Board as needed;
- 3.10 establish operational bylaws to govern the Association's activities.

ARTICLE IV: ASSOCIATION STRUCTURE

- 4.1. The Board includes the following elected members, known as Directors:
 - 4.1.1. Chair
 - 4.1.2. Vice Chair
 - 4.1.3. Secretary
 - 4.1.4. Treasurer
- 4.2. Directors shall be listed as such and documented with Corporations Branch, as required by *The Non-Profit Corporations Act, 1995*.
- 4.3. Director position terms are four (4) years.
- 4.4. A Director whose term has expired may stand for re-election.
- 4.5. In addition to the Directors, the Board includes the following elected Coordinator positions:
 - 4.5.1. Media Coordinator
 - 4.5.2. Security Coordinator
 - 4.5.3. Membership Coordinator
 - 4.5.4. Program Coordinator
 - 4.5.5. Civic Affairs Coordinator
 - 4.5.6. Fundraising Coordinator
 - 4.5.7. Community Events Coordinator
 - 4.5.8. Community Sign Coordinator
- 4.6. Coordinator position terms are two (2) years.
- 4.7. A Coordinator whose term has ended may stand for re-election.
- 4.8. The duties and responsibilities of each Board position are defined in the Bylaws.
- 4.9. Each Director is required to provide to the Board a Criminal Record Check indicating that he or she has no criminal record:

- 4.9.1. within two months of his or her election or re-election, and
 - 4.9.2. within two months of the second anniversary of his or her election or re-election.
- 4.10. Each Coordinator is required to provide to the Board, within two months of his or her election or re-election, a Criminal Record Check indicating that he or she has no criminal record.
- 4.11. A Director or Coordinator may occupy more than one position on the Board, provided that no person shall occupy more than one Director position.
- 4.12. The Board has full power to conduct the affairs of the Association and to establish financial policy for the Association.
- 4.13. The Board may appoint special committees and may delegate to them such duties and powers as may be required. The committees may include persons other than Board members, provided that the Chair of each committee shall be a member of the Board.
- 4.14. One or more members of the Board shall attend the meetings of the West Zone Board.
- 4.15. In the event that a Director or Coordinator ceases to be a Member of the Association, he or she shall automatically cease to be a Director or Coordinator as of the date that he or she ceased to be a Member.
- 4.16. A Director or Coordinator shall be considered to be derelict in his or her duties if he or she:
- 4.16.1. fails to carry out his or her duties, as prescribed in the Bylaws, in a satisfactory manner,
 - 4.16.2. fails to provide a Criminal Record Check in accordance with Section 4.9 or 4.10,
 - 4.16.3. attends fewer than 50% of the meetings held during the course of a calendar year, or
 - 4.16.4. acts or behaves in a manner that, in the opinion of the remaining Directors and Coordinators, is not in the best interests of the Association and the residents of the Community.

- 4.17. If a Director or Coordinator is deemed to be derelict in his or her duties in accordance with Section 4.16, the Board shall issue a written notice to said Director or Coordinator, describing the nature and extent of the dereliction, and requesting said Director or Coordinator to show, within a prescribed time, why he or she should not be removed from office.
- 4.18. If the Director or Coordinator who has been deemed to be derelict in his or her duties fails to show why he or she should not be removed from office, to the satisfaction of 75% or more of the remaining Directors and Coordinators and within the time limit specified in the written notice, he or she shall be removed from office by resolution duly moved and seconded at the next following regularly scheduled meeting of the Board.
- 4.19. In the event that a Director or Coordinator ceases to be a Member or is removed from office in accordance with this section, a replacement may be appointed by the Board for the remainder of his or her term.

ARTICLE V: MEETINGS

- 5.1 An Annual General Meeting of the Association shall be held on a date after May 1st of each year at a place and time to be determined by the Board. Major items considered at the Annual General Meeting shall be:
 - 5.1.1 the year-end financial statement
 - 5.1.2 elections for vacant Board positions
 - 5.1.3 proposed amendments to the Constitution and Bylaws.
- 5.2 A notice of the Annual General Meeting shall be posted on the Community sign(s) and in all relevant Media no less than two (2) weeks before the meeting, along with details, as appropriate, of any special business to be discussed.
- 5.3 A Special General Meeting may be held at the request of:
 - 5.3.1 the Board, as deemed necessary, or
 - 5.3.2 upon written request signed by no fewer than fifteen (15) Members.
- 5.4 The Board shall meet a minimum of six (6) times per year to consider:

- 5.4.1 approval of expenditures which come within their authority,
 - 5.4.2 review of financial statements, and
 - 5.4.3 planning of Community events and any other matters concerning the operation and administration of the Association.
- 5.5 Any group, organization, business or individual may request attendance at a regular Board meeting.
- 5.6 The quorum for an Annual General Meeting or Special General Meeting shall be seventy-five per cent (75%) of the Board.
- 5.7 The quorum for Board meetings shall be fifty per cent (50%) of the Board.
- 5.8 Motions that affect Association policy shall be recorded and dated in a Policy Manual, which shall be maintained and held by the Secretary.

ARTICLE VI: FINANCIAL AFFAIRS

- 6.1 The fiscal year of the Association is May 1st to April 30th.
- 6.2 The Treasurer shall prepare a Fiscal Year End financial statement and file it with the Corporations Branch by August 1st annually.
- 6.3 No bill shall be paid, or cheque written, unless a motion to pay the specified amount is approved by the Board.
- 6.4 All approved bills and expenses shall be paid within thirty (30) days of their receipt by the Treasurer or ten (10) days of their approval by the Board, whichever is later.
- 6.5 All cheques shall carry two (2) signatures of authorized signers.
- 6.6 The Treasurer shall distribute a printout of the monthly financial statement to the Directors and Coordinators at each Board meeting.
- 6.7 All Association funds shall be deposited in one or more accounts in the name of the Association at the recognized financial institution designated by the Board.
- 6.8 No petty cash shall be maintained by any member of the Board.

- 6.9 Any cash paid to the Association and received by a Director or Coordinator other than the Treasurer shall be delivered to the Treasurer at the next Board meeting.
- 6.10 All Directors and Coordinators shall serve without remuneration for services rendered in their respective positions, provided that approved expenses incurred on behalf of the Association shall be reimbursed in accordance with Sections 6.3 and 6.4.

ARTICLE VII: ADVERTISING

- 7.1 The Board may accept for publication or display notices, announcements and advertisements that are Community related, civic, commercial, or personal in nature.
- 7.2 Fees for such publication and display shall be determined by the Board.
- 7.3 The Board reserves the right to reject any notice, announcement or advertisement that it considers inappropriate.

ARTICLE VIII: AMENDMENTS

- 8.1 The Board may, at an Annual General Meeting or a Special General Meeting, amend the Constitution and amend or repeal any of the Bylaws that regulate the activities and affairs of the Association.
- 8.2 The Secretary shall inform the Board in writing, at least thirty (30) days prior to the meeting, of proposed amendments to be voted upon at an Annual or Special General Meeting.
- 8.3 Amendments to the Constitution or Bylaws that are proposed in accordance with Section 8.2 shall be adopted, revised or rejected, provided that two-thirds (2/3) or more of eligible voters present at the meeting are in agreement.
- 8.4 For the purposes of Section 8.3, "eligible voters" means Directors, Coordinators and Members in attendance at the meeting in question.
- 8.5 The Constitution and Bylaws documents, together with an index of amendments, shall be held by the Secretary.
- 8.6 Copies of the Constitution and Bylaws shall be made available to each Director and Coordinator.

- 8.7 Copies of the Constitution and Bylaws shall be made available to Members upon request.

ARTICLE IX: DISSOLUTION

- 9.1 If the Board concludes that the Association can no longer function as a viable organization, then dissolution may be considered.
- 9.2 A proposal for dissolution must be tabled at an Annual or Special General Meeting for discussion and formal approval.
- 9.3 Any motion or proposal to dissolve the Association shall be posted on the Community sign(s) and all relevant Media no less than thirty (30) days before the vote occurs.
- 9.4 A motion authorizing dissolution of the Association must be approved by at least seventy-five per cent (75%) of eligible voters present.
- 9.5 In the event that dissolution is approved, a panel of no fewer than three (3) trustees must be appointed to oversee the closure of all outstanding financial affairs of the Association.
- 9.6 The trustees shall take all steps legally necessary to ensure payment of any outstanding debts for which the Association is liable.
- 9.7 Assets acquired with financial assistance from other organizations shall revert back to those organizations. If those organizations have ceased to exist, the assets in question shall be disposed of in accordance with Section 8.8.
- 9.8 All assets remaining after the payment of liabilities shall be allocated to the City of Regina to be held in trust in the name of the Association.
- 9.9 The Association may be dormant, with its assets held in trust by the City of Regina, for a maximum of three (3) years.

DIEPPE-WESTERRA COMMUNITY ASSOCIATION

BYLAWS

BYLAW 1: GENERAL

1.1. Purpose

The purpose of these Bylaws is to amplify the fundamental principles set forth in the Constitution of the Association to ensure that it is operated and administered effectively.

1.2. Amendments

Amendments to these Bylaws may be made in accordance with Article VIII of the Constitution.

BYLAW 2: DUTIES OF DIRECTORS

2.1. The Chair shall:

- 2.1.1. preside at, or appoint a designee to preside at, all Board meetings, Annual General Meetings and Special General Meetings;
- 2.1.2. prepare an agenda for each Board meeting, Annual General Meeting and Special General Meeting;
- 2.1.3. represent the Association, or appoint a designee to represent the Association, at Community-related or relevant civic functions;
- 2.1.4. in consultation with the Board, appoint committees in accordance with Section 4.13 of the Constitution;
- 2.1.5. assist all Directors and Coordinators in their duties;
- 2.1.6. represent the Association, or appoint a designee to represent the Association, at West Zone Board meetings;
- 2.1.7. monitor the financial affairs of the Association in consultation with the Treasurer.

2.2. The Vice Chair shall:

- 2.2.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;

2.2.2. perform the duties of the Chair in his or her absence.

2.3. The Secretary shall:

2.3.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;

2.3.2. record minutes of all Board meetings, Annual General Meetings and Special General Meetings;

2.3.3. distribute copies of meeting minutes by email to all Directors and Coordinators within fourteen (14) days of each meeting;

2.3.4. maintain a current contact list of all Directors and Coordinators;

2.3.5. generate correspondence as directed by the Board and maintain a file of all correspondence addressed to and created by the Board;

2.3.6. maintain a Policy Manual in accordance with Section 5.8 of the Constitution.

2.4. The Treasurer shall:

2.4.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;

2.4.2. receive all monies paid to the Association and deposit said monies into the Association's account at the financial institution designated by the Board;

2.4.3. pay all bills and expenses incurred by the Association in accordance with Section 6.4 of the Constitution;

2.4.4. account for all funds of the Association, and keep records as necessary and directed;

2.4.5. prepare financial statements for presentation all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;

2.4.6. prepare a full and detailed account of receipts and disbursements to the Board when requested;

2.4.7. prepare a Fiscal Year End financial statement in accordance with Section 6.2 of the Constitution.

BYLAW 3: DUTIES OF COORDINATORS

3.1. The Media Coordinator shall:

- 3.1.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.1.2. produce newsletters periodically throughout the year to inform residents of events and issues of interest;
- 3.1.3. provide for the distribution of the newsletters to the residents of Dieppe Place and Westerra;
- 3.1.4. maintain files of all newsletters;
- 3.1.5. maintain the Association's website;
- 3.1.6. post and share items of interest on the Association's Facebook page;
- 3.1.7. promote Association events through the Association's website and Facebook page.

3.2. The Security Coordinator shall:

- 3.2.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.2.2. monitor and report on crime statistics for Dieppe Place and Westerra;
- 3.2.3. organize periodic security patrols of Dieppe Place and Westerra;
- 3.2.4. liaise as required with members of the Regina Police Service.

3.3. The Membership Coordinator shall:

- 3.3.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.3.2. coordinate the promotion and sale of memberships and Guest Passes;
- 3.3.3. maintain a current list of Members and Community Guests;
- 3.3.4. ensure that a supply of membership cards and Guest Passes is available at all times.

3.4. The Program Coordinator shall:

- 3.4.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.4.2. develop programs and activities in which Members and Community Guests may participate;
- 3.4.3. source and recruit supervisors, instructors and assistants as required;
- 3.4.4. in consultation with the Board, determine program fees to ensure that each program is sustainable;
- 3.4.5. book facilities and venues as required for all programs and activities;
- 3.4.6. provide program and activity information to the Media Coordinator for publication and promotion;
- 3.4.7. complete forms as required:
 - 3.4.7.1. City Leisure Guide submissions
 - 3.4.7.2. program registration sheets
 - 3.4.7.3. instructor agreements
 - 3.4.7.4. inventory report for West Zone Board
- 3.4.8. provide instructor payment information and schedule to the Treasurer;
- 3.4.9. plan and organize Registration Nights as and when applicable;
- 3.4.10. cooperate with other Community Associations, agencies and Zones where appropriate, to provide recreational programs for all ages and interests;
- 3.4.11. maintain records of all relevant information.

3.5. The Civic Affairs Coordinator shall:

- 3.5.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.5.2. monitor and report on City planning, activities and communications relevant to Dieppe Place and Westerra;
- 3.5.3. liaise as required with the Ward 8 City Councillor and City of Regina officials.

3.6. The Fundraising Coordinator shall:

- 3.6.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.6.2. develop and implement ideas and plans for fundraising for the Association;
- 3.6.3. organize and recruit volunteers for fundraising events.

3.7. The Community Events Coordinator shall:

- 3.7.1. attend all regularly scheduled Board meetings, Annual General Meetings and Special General Meetings;
- 3.7.2. develop and organize special events and activities in which Members and Community Guests may participate;
- 3.7.3. book facilities and venues as required for such events and activities;
- 3.7.4. provide event and activity information to the Media Coordinator for publication and promotion.

3.8. The Community Sign Coordinator shall:

- 3.8.1. accept messages in accordance with Section VII of the Constitution and place them on the community sign board;
- 3.8.2. receive payments for such messages and submit them to the Treasurer in accordance with Section 6.9 of the Constitution.