

SUTHERLAND- FOREST GROVE COMMUNITY ASSOCIATION



MISSION STATEMENT

The purpose of this organization is to promote sport, recreation, and community cohesiveness in the community and to make it a better place to live.

REVISION HISTORY

Revision	Description	Date
1.	Incorporation Date	1984
2.	Articles of Incorporation & Bylaw Ratification	1984
3.	Updated	2006
4.	Updated	September 6, 2009
5.	Updated	July 2015

The Sutherland – Forest Grove Community Association (hereinafter referred to as the “Association”) was incorporated in 1984 under *the Non-Profit Corporations Act of Saskatchewan*.

The objectives of the Association are:

- ❖ To promote and assist in the educational, recreational and social programs of the families in the community; and
- ❖ To develop the material resources of the community by:
 - Working in cooperation with the City of Saskatoon, Community Services Division;
 - Working in conjunction with other organizations;
 - Raising funds for carrying out and furthering the objectives of the Association; and
 - Promoting community involvement in the Association.

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ARTICLES OF INCORPORATION

Article One - Name of the Corporation

- 1.1 The name of this association is the Sutherland and Forest Grove Community Association, also known as SFGCA hereinafter called "The Association".

Article Two – Registered Office

- 2.1 Sutherland-Forest Grove Community Association
c/o Sutherland School
1008 Egbert Avenue
Saskatoon, Saskatchewan
S7N 1X6

Article Three– Class of Membership

- 3.1 Membership shall be open to any individual, family, or household that resides within the boundaries of the Association upon payment of (any) required fees.
- 3.2 Any individual or family that has paid the required fee shall be considered a member in good standing. A member in good standing is entitled to the rights and privileges of the Association, including holding office.
- 3.3 Membership may be granted to individuals or families that attend schools residing within the boundaries and other neighbourhoods upon payment of (any) required fees.

Article Four – Right to Transfer Membership Interests

- 4.1 None

Article Five – Number of Directors

- 5.1 Minimum of (4) Maximum of (26)

Article Six – Type of Corporation

- 6.1 The corporation is a Saskatchewan Non Profit Corporation.

Article Seven – Activities of the Corporation

- 7.1 Objectives:

1. To promote and assist in the development of the educational, recreational, and social well being of the residents within the designated boundaries.
2. To encourage a sense of community and work to improve the quality of life of the people of the neighborhood.
3. To promote, develop, and organize recreational, educational, and social programs, facilities, and sites by:
 - a) Working in cooperation with the City of Saskatoon, Community Services Division;
 - b) Working in conjunction with other organizations and agencies;
 - c) Raising funds for carrying out and furthering Association objectives.

Article Eight – Dissolution of the Corporation

- 8.1 If the Community Association Executive concludes that it can no longer function as a viable organization then dissolution may be considered. This action should be implemented only after it has been identified that no future purpose for the Association's existence can be identified.
- 8.2. Upon dissolution, all remaining assets shall be donated to a charitable or non-profit organization identified and approved by the Association membership at the same meeting as dissolution was approved. If no such directive is issued, the beneficiary shall be chosen at the discretion of the trustees.

Sutherland and Forest Grove Community Association

BYLAWS

Preamble: 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.

Bylaw 1 – Boundaries

- 1.1 This organization shall include all the area that lies within these boundaries: In the City of Saskatoon, this organization shall include the neighbourhoods of Sutherland and Forest Grove that lies within the area North of College Drive/Highway Number Five (5) and East of Circle Drive, South of Attridge Drive and West of Berini Drive. Hereinafter called "the neighborhood".

Bylaw Two – Membership

- 2.1 Membership shall be open to any individual, family, or household that resides or attends school(s) or/and programming within the boundaries of the Association.
- 2.2 Membership fees shall be paid annually by a date set by the board.
- 2.3 Any individual or family that has paid the required fee shall be considered a member in good standing. A member in good standing is entitled to the rights and privileges of the Association, including holding office.
- 2.4 Membership cards shall be issued.
- 2.5 Membership is non-transferable.
- 2.6 A member is not liable in his individual capacity for any debt or liability of the Association.

Bylaw Three – Board of Directors

- 3.1 The Business of the Association shall be managed by the Board of Directors (Executive) elected duly from the membership of the Association.
- 3.2 There will be a minimum of five (4) directors to a maximum of Twenty six (26).
- 3.3 The position of Past President is Ex-officio to the Executive, with all rights and privileges of Office.

3.4 The first four directors shall constitute the **officers** of the corporation as listed below.

1. President	4. Indoor Coordinator
	5. Secretary
2. Treasurer	

3.5 Portfolios may be assigned for the Directors to provide program guidance to the association as follows.

Vice President	Basketball Coordinator
Social/Special Events Coordinator	Inventory Coordinator
Soccer Coordinator	Children and Youth Coordinator
Kinder Sports	Adult Coordinator
Ball Coordinator	Members at Large x 6
Membership Coordinator	Website Coordinator
Rink Coordinator	Communications Coordinator

3.6 Any position can be a co-position, meaning shared position with shared voting.

3.7 The City of Saskatoon Community Services Division Community Consultant shall be an ex-officio member of the Board.

3.8 Terms of Office Executive positions are two-year terms.

Bylaw Four – Powers of the Board

4.1 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 to the Association objectives.
- b) Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association.
- c) Suspend and expel 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 acting in a discreditable manner.
- d) Accept any resignation and appoint any member of the Association to fill vacancies occurring for the balance of the term of office or until the next Annual General Meeting at which time an election or appointment can be made to fill the position for the remaining term of office.
- e) Ensure the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis. The objectives of the Association shall be carried out

without pecuniary gain to its members; and any profits or accretions of the Association shall be used in promoting its objectives.

- f) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
- g) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary
- h) Provide bylaws as a supplement to the Articles of Incorporation as necessary

Bylaw Five – Election of Board of Directors

- 5.1 Not more than 50% plus one member of Directors shall be retired annually. The newly elected officers shall be elected for a two-year term (these being in alternate years). A member may hold multiple terms.
- 5.2 Elections shall occur at the Annual General Meeting of the Association.
- 5.3 All eligible members living in the community at the time of the Annual General Meeting shall be eligible to take office or be a candidate for office. (18 years of age or over)
- 5.4 Election of new coordinators shall be by show of hands, unless upon the request of any one member of the Association for a secret ballot.
- 5.5 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 5.6 Nominations of candidates shall be in accordance with the nominations bylaw.
- 5.7 A nominating committee of three may be appointed by the Board of Directors at least 30 days prior to the Annual General Meeting.
- 5.8 The nominating committee shall endeavor to identify at least one nominee for each position vacant on the Board of Directors.
- 5.9 Nominations will also be accepted from the floor, at the Annual General Meeting.

Bylaw Six - Meetings

- 6.1 There shall be at least one (1) Annual General Meeting of the Association in each calendar year.
- 6.2 Election of Board of Directors shall take place at the Annual General Meeting.
- 6.3 The Annual General Meeting is open to all residents within the Association's designated boundaries.

- 6.4 Only members in good standing may vote at the Annual General Meetings. (18 years of age or over)
- 6.5 In addition to the Annual General Meeting, special meetings of the Association shall be held in the following circumstances:
- a) When deemed advisable by the Board of Directors
 - b) When requested in writing by not less than fifteen (20) voting members. The request must clearly state the nature of the business proposed to be transacted at the meeting. The meeting shall be held not less than fifteen (15) and not more than thirty (30) days after receiving the request
 - c) Notice of time and place of special meetings shall be communicated to all members not less than 15 days or more than 30 days before the meeting.
- 6.6 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 6.7 Notice of time and place of Annual General Meeting shall be communicated to all members not less than 15 days or more than 50 days before the meeting.
- 6.8 Not less than 50% of the board plus one of standing Director shall constitute a quorum of the Annual General Meeting of the Association.
- 6.9 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 to be adopted.
 - c) Business arising from minutes of previous Annual General Meeting.
 - d) Correspondence.
 - e) Financial report
 - f) Reports of the Coordinators and Committees.
 - g) New Business.
 - h) Election of Officers.
 - i) Adjournment
- 6.10 Amendments to the constitution must be passed by at least 2/3 majority of the members present.
- 6.11 All business (executive) meetings of the Association shall be open to general membership attendance; however, presentation of motions and voting rights shall be restricted to elected or appointed members of the board.
- 6.12 Business (executive) meetings of the Association shall occur 7 times between August and June.

6.13 Not less than 4 directors shall constitute a **quorum** at Meeting of the Board of Directors.

Bylaw Seven – Financial Affairs

- 7.1 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 Executive may determined and all financial obligations incurred by the Executive in the name of the Association shall be paid there from.
- 7.2 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed by two (2) of three designated directors, one of which must be President or Treasurer.
- 7.3 All property of the Association shall be the responsibility of the Executive and the executive shall see that a correct inventory of property is kept.
- 7.4 The fiscal year of the Association is July 1 to June 30th each year.
- 7.5 The Executive shall, before the end of each fiscal year, appoint a qualified person to review the accounts in accordance with generally accepted accounting practices and the Corporations Act and or as required by statutes. This person shall not be a member of the Executive or related thereto.
- 7.6 It shall be the duty of the financial reviewer to examine all books and records of the Association under generally accepted accounting practices and prepare an annual financial statement of the Association to be submitted to the executive for presentation at the Annual General Meeting.
- 7.7 A monthly, written financial statement should be presented at each meeting of the Board of Directors.
- 7.8 Expenditures over one hundred dollars (\$100) shall have prior Board of Directors approval prior to spending if not presented in annual budget approved at the AGM.
- 7.9 Directors making purchases over twenty-five hundred dollars (\$1500) will be required to obtain 3 quotes. The quotes will be provided to the board of directors for approval prior to spending.
- 7.10 Any purchase over five thousand dollars (\$5000) must be brought forward to the general membership at a general or special meeting for approval prior to spending.

Bylaw Eight – Pledging of Credit

- 8.1 No Director or any 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 sum that has not been approved by the membership.

Bylaw Nine – Cooperation with other Associations/Agencies

- 9.1 The Association shall cooperate with other Associations in the City of Saskatoon having similar goals and ideals and may do such things as are not inconsistent or in conflict with provisions of the articles of incorporation or bylaws hereinto, that it considers necessary in cooperating with those associations.
- 9.2 The Association honours other association memberships.

Bylaw Ten – Amendments to Articles and Bylaws

- 10.1 Directors may, by resolution, make, amend, or repeal bylaws or policies and procedures that regulate the activities of the Association.
- 10.2 Bylaws, policies, amendments or repeals are effective from the day enacted by resolution of the Directors. However, all changes made pursuant to the above clause must be presented to the next Annual General Meeting of the Association to ratify, amend or reject, those enactments occurring during the year.
- 10.3 Proposed amendments from the membership to the articles of incorporation or bylaws must be in writing and presented to the Board of Directors not less than twenty (30) days prior to the Annual General Meeting. Full details of the amendments must be communicated to the general membership and wherever possible included with the notice of Annual General Meeting.
- 10.4 Articles of Incorporation or Bylaw amendments must receive at least 2/3 majority of the favorable votes cast.
- 10.5 No amendment to the constitution is effective until the corporation has filed the Article of Amendment with the Corporation Branch. The Association must file the amendment within 30 days of the vote.

Bylaw Eleven – Disputes and Liabilities

- 11.1 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Officers shall be final and binding.
- 11.2 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 Twelve

- 12.1 Policies will be developed as required in a separate document to the bylaws.