

# STURGEON HEIGHTS COMMUNITY CENTRE CONSTITUTION 2016

## 1. Name

The official name of the community centre shall be Sturgeon Heights Community Centre.

## 2. Definitions

2.1 In this and all other by-laws of Sturgeon Heights Community Centre:

- 2.1.1 "Act" means the Corporations Act, R.S.M. 1987, c. C225, as amended from time to time, or any act that may hereafter be substituted therefore.
- 2.1.2 "Board" means the board of directors of Sturgeon Heights Community Centre.
- 2.1.3 "Centre" means Sturgeon Heights Community Centre.
- 2.1.4 "GCWCC" means Greater Council of Winnipeg Community Centres.
- 2.1.5 "Quorum" means the minimum number of members required to be present for a valid meeting.
- 2.1.6 "Fiscal Year" means a period of 12 consecutive months chosen as the accounting period.
- 2.1.7 "Proxy" means a person appointed to vote for another who is not present.
- 2.1.8 "Wind up" means the process a corporation ceases to exist.
- 2.1.9 "Majority Vote" means 50% plus one of the eligible voters.

2.2 Any other word or term contained in this and in any other by-law of the Association that is defined in the Act shall have that meaning.

2.3 Where the context so requires, the singular shall include the plural; the plural shall include the singular; the masculine shall include the feminine; and the word 'person' shall include firms, unincorporated associations, and corporations

## 3. Mission

To promote, develop, and provide a broad range of leisure and sporting activities for persons of all ages resident within the designated area as define in Article 4, through the management and operation of the facilities and grounds.

## 4. Objectives

4.1 Communicating with residents within the Centre's designated area to determine their needs for recreational, leisure, and sporting activities, and to provide ongoing program updates and information.

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- 4.2 Planning, initiating, conducting and supporting a variety of recreational and leisure activities for all ages and interests.
- 4.3 Promoting and offering youth sports by fostering and supporting the development of organized youth sport programs which:
  - 4.3.1 Encourage fairness,
  - 4.3.2 Encourage competition
  - 4.3.3 Encourage self-reliance and confidence,
  - 4.3.4 Encourage excellence,
  - 4.3.5 Improve player skills,
  - 4.3.6 Recognizes the achievement of all participants,
  - 4.3.7 Enhances the recreational fun and enjoyment of sports for the benefit of all.
- 4.4 Preparing budgets, financial and activity reports for presentation to the City of Winnipeg.
- 4.5 Promoting activities through which funds may be raised to support the activities of Sturgeon Heights Community Centre.

## **5. Boundaries**

5.1 The Centre's Boundaries are defined by GCWCC and subject to revision by GCWCC.

5.2 As of June 2009, the boundaries are:

East: The lane West of Duffield Street, from the Assiniboine River to where it would meet Silver Avenue, if Silver were extended

North: An extension of Silver Avenue, from the lane West of Duffield Street to where Harcourt Street would be, if it were extended North

West: West side of Woodbridge Road, from Sturgeon Creek North to Portage Avenue. West on Portage to East side of Harcourt Street. North on East side of Harcourt, all the way past Sturgeon Heights Collegiate and the Living Prairie Museum to where Silver Avenue would be, if you extended it West.

South: The Assiniboine River, from a point South of Duffield Street West to where it meets Sturgeon Creek. Sturgeon Creek, West to Woodbridge Road.

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## 6. Membership

- 6.1 The membership of the Centre shall normally consist of those persons residing within the boundaries as specified in Article 5.
- 6.2 People not residing within the Centre's boundaries must apply for a GCWCC family transfer.
- 6.3 All residents of the City may use the facilities and take part in the programs provided by the Centre, but the Centre shall be specifically concerned with meeting the needs of the residents residing within the Centre's boundaries.

## 7. Finance

- 7.1 The fiscal year for the Centre shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 7.2 None routine payments in excess of \$1,000 from the Centre's accounts shall not be made without the approval of the majority of the Board voting on the matter (i.e. capital expenditure, sport equipment, etc.)
- 7.3 An annual budget shall be submitted to the board for approval by no later than January 31<sup>st</sup>.
- 7.4 The Board shall administer all funds and securities of the Centre and shall present a financial report at each Annual General Meeting.
- 7.5 All funds raised on behalf or under the auspices of the Centre must have prior approval of the Board.
- 7.6 All funds and securities of the Centre shall be deposited in the name of the Centre with a recognized financial institution as selected by the Board.
- 7.7 The Treasurer shall present a certified financial statement at the Annual General Meeting.
- 7.8 All financial documents and contracts for services shall carry a minimum of 2 (two) Board member signatures.
- 7.9 The books and records of the Centre shall be open to inspection by the members at all times, upon reasonable notice to the Board

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## 8. Government

- 8.1 The business and affairs of the Centre shall be managed by a Board of Directors consisting of not less than seven (7) members including the Executive Committee, which have been elected at the Annual Meeting of the membership.
- 8.2 The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Past President, (2) Sports Directors, Program Director, CCB Representative, Communications Director, and others as appointed by the Board from time to time.
- 8.3 Members of the Board will serve without remuneration except in cases as may be determined by resolution, of the Board.
- 8.4 Where no specific guidance is contained herein, the constitution and by-laws of GCWCC will apply.
- 8.5 Motions may be voted by a show of hands or secret ballot if requested by any member of the Board.
- 8.6 In the event of a vacancy, the board may appoint a qualified member to fill the vacancy(s) for the remaining term of office. Such appointment(s) must have the majority approval of the Board. Should the vacancy not be filled from within the Board, a special meeting of the membership shall be called to fill the vacancy(s).
- 8.7 All members of the age of majority may attend, vote or stand for election at the Annual General Meeting of the Centre.
- 8.8 No Board member shall be removed from their office at the Centre prior to the expiry of their term except at a special meeting of members called for that purpose.
- 8.9 Any person guilty of the following shall be expelled from the Centre:  
Which may be appealed only by a motion from a member of the Board
  - 8.9.1 Unbefitting, disrespectful conduct. And/or;
  - 8.9.2 If holding office, fails to properly carry out the duties of the office. And/or;
  - 8.9.3 An infraction of the rules and regulations of the Centre.

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- 8.10 Any member who does not observe the rules and regulations of the Centre, at the discretion of the Executive, will be suspended from any or all Centre activities.
- 8.11 Any Executive member who is absent from 3 (three) consecutive meetings without having given a satisfactory explanation for their absences to the President

## **9. Term of Office of Executive and Appointed Board Members**

- 9.1 The Nominating Committee shall present a slate of candidates at the Annual General Meeting for the positions of President, Vice-President, Secretary and Treasurer and five (5) Board Members.
- 9.2 In the event that more than one nomination is received for any one position an election by ballot will take place.
- 9.3 Nominees for the position of President and Treasurer must have served on the Board of Directors for a term not less than one (1) year prior to their election.
- 9.4 Should the Nominating Committee not bring forward a full slate of candidates the Chairman of the Nominating Committee shall call for additional nominations from the floor for any vacant positions.

### **Terms of Office:**

The Executive Committee (President, Vice President, Secretary and Treasurer) shall be elected for a two year term. The election for the Positions of President and Secretary will be elected on odd years.

The election for the positions for the Vice-President and Treasurer will be elected on even years. All other Board Members shall be elected for a one year term.

## **10. Meetings**

- 10.1 The Executive Committee will meet at least once per month except during July and August. July and August meetings will be held at the discretion of the Executive. Notice of the meeting including the previous meeting's minutes and preliminary agenda will be sent via email to each Executive member at least seven days prior to the meeting. Minimum quorum to

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commence monthly meetings is a simple majority of the number of voting Executive Committee members at that time.

- 10.2 Special General Meetings may be convened by the President or by a minimum of one-third of the Board members, or fifteen (15) Community Members. Written request shall state the nature of the business proposed to be transacted. A special meeting shall consider only these matters, which are identified in the notice of the meeting. Notice of the meeting, including the agenda, shall be given by advertisement in the community newspaper and displayed on the Centre's bulletin board.

## **11. Advisory Status on the Board**

The Executive on behalf of the Board of Directors may appoint advisors, as it deems necessary and appropriate. Appointments shall be ratified by a majority vote of the Executive.

## **12. Amendments**

- 12.1 Amendments to the Constitution may be made at the Annual General Meeting. All Amendments must be received in writing by the membership no later than 21 days prior to the meeting.
- 12.2 Amendments to the Constitution shall require two-thirds majority of the members in attendance at the Annual Meeting.
- 12.3 Amendments to the Bylaws may be made at the Annual Meeting or Special Board Meeting. Notice of amendments to a bylaw shall be made at any regular or special meeting of the Board.
- 12.4 Amendments to the Bylaws shall require two-thirds majority of the Board members in attendance.

## **13. Indemnification**

- 13.1 Every Board member or officer of the Centre or other person who has undertaken or is about to undertake any liability on behalf of the Centre and their heirs, executors, administrator an estate, respectively, shall at all times be indemnified and saved harmless of the funds of the Centre from and against:

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- 13.2 All costs, charges and expenses whatsoever which Board member or other person sustains or incurs on or about any action, suit or proceeding which is brought or prosecuted against them for in or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office except such costs, charges or expenses as are occasioned by their own wilful neglect.
- 13.3 All other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own wilful neglect.

## **14. Winding Up**

Members of the Centre do not and cannot have any personal interest in the Centre's property. If the Centre is dissolved or disbanded, any assets left after all the liabilities have been satisfied must be turned over to the City of Winnipeg.

## **15. 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.

## **16. Statement of Approval**

This constitution approved at the Sturgeon Heights Community Centre meeting held on April 12<sup>th</sup>, 2016 supersedes all previous Constitutions.

Linda Smiley  
President – Name Printed

Peter Woods  
Vice President – Name Printed

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President – Signature

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Vice President - Signature