

# **SOUTHDALE RECREATION ASSOCIATION**

**INC.**

## **BY-LAWS**

*Amended May 16, 2005  
Amended June 11, 2007  
Amended June 6, 2011*

## **BY-LAWS OF SOUTHDAL RECREATION ASSOCIATION INC.**

### **BY-LAW 1 – BOUNDARIES:**

The organizations' boundaries are set by the City of Winnipeg. They are currently bounded by the Seine River to the west, Highway #1 to the north, Lagimodiere Blvd to the east including the Sage Creek development and the Perimeter Highway to the south.

*Amended June 11, 2007: from 'John Bruce Road to the South' to 'the Perimeter Highway to the South'.*

***Amended June 6, 2011: from Highway 59 to the east to Lagimodiere Blvd to the east including the Sage Creek development.***

### **BY-LAW 2 – EXECUTIVE AND BOARD OF DIRECTORS:**

The Executive Committee as defined under Article 8.2 of the Constitution consists of the President, Past-President (appointed), Vice President, Secretary, and Treasurer.

*Governance and Accountability Officer - removed June 20, 2011*

The Board of Directors consists of the Executive and the following Committee Directors:

1. Director of Ice Sports
2. Director of Field Sports
3. Director of Programs
4. Director of Fundraising/Communication
5. Director at Large – 2 positions

These directors, no fewer than 9 and no more than 11, will sit and have voting power on the Board and shall manage the affairs of the Centre as per our Constitution.

#### ***Amended Board Structure – June 6, 2011***

*Programs – combined with #2 June 11 2007*

*Property - removed June 11, 2007*

*Seniors – removed June 11, 2007*

1. Volunteer/Activity Cards/Social/Programs
2. Scouting
3. Hockey
4. Ringette

*i. In-Line Hockey – removed June 11, 2007*

5. Softball
6. Baseball
7. Basketball
8. Indoor Soccer
9. Outdoor Soccer

*i. Member at Large – removed June 11, 2007*

10. Governance and Accountability Officer – *amended May 16, 2005. 'Remove one Member at Large position (odd year term), and replace with the Governance and Accountability Officer.'*

These seventeen (17) directors will sit and have voting power on the Board, and shall manage the affairs of the Centre as per our Constitution.

### **BY-LAW 3 – TERMS OF OFFICE:**

As per Article 11 Terms of Office in the Constitution, each director is elected to a two-year term. These terms will be staggered with one-half of the director's terms coming due in "even" years and the other half coming due in "odd" years. This is done to ensure continuity of the board from year to year.

The following positions will be eligible for election in the EVEN years:

1. **President**
2. **Vice President**
3. **Director of Ice Sports**
4. **Director of Fundraising/Communications**
5. **Member at Large**

The following positions will be eligible for election in the ODD years:

1. **Secretary**
2. **Treasurer**
3. **Director of Field Sports**
4. **Director of Programming**
5. **Member at Large**

### ***Amended Board Structure – June 6, 2011***

The following positions will be eligible for election in the **EVEN** years:

1. President
  - a. \*\* Past President (appointed) not elected \*\*

2. Vice President
  - i. Property – removed June 11, 2007*
  - ii. Seniors - removed June 11, 2007*
3. Seniors
4. Ringette
5. Baseball
6. Indoor Soccer
7. Basketball
  - i. Member at Large 1 – removed June 11, 2007*

The following positions will be eligible for election in the **ODD** years:

1. Secretary
2. Treasurer
  - i. Programs – combined with #3 June 11, 2007*
3. Volunteer/Activity Cards/Social/Programs
4. Scouting
5. Hockey
  - i. In-Line Hockey – removed June 11, 2007*
6. Softball
7. Outdoor Soccer
8. Governance and Accountability Officer – amended May 16, 2005. – Non-voting advisory position.

#### **BY-LAW 4 – BOARD OF DIRECTORS DUTIES:**

##### **4.1 President**

- 4.1.1 Be responsible for the general functioning of the Association through the Board and committees.
- 4.1.2 Preside at all meetings of the Board, the Executive committee, and the Association.
- 4.1.3 Be and ex-officio member on all committees.
- 4.1.4 Delegate to the Vice-President all the duties and powers in his/her absence.
- 4.1.5 Acts as a liaison with the GCWCC and the Riel Community Centres' Board.

##### **4.2 Past President**

- 4.2.1 Advisor to the Board and Executive.
- 4.2.2 Chair nominating committee.
- 4.2.3 Assists the President when called upon.

##### **4.3 Vice President**

- 4.3.1 Assists the President when called upon.
- 4.3.2 Assumes the President's duties and presides at meetings in the President's absence.

#### **4.4 Secretary**

- 4.4.1 Records attendance of Directors and Board meetings.
- 4.4.2 Distributes notices of meetings of the Association.
- 4.4.3 Records and preserves the minutes of all Association meetings.
- 4.4.4 Helps to update and amend constitution, by-laws and policies.
- 4.4.5 Performs such other duties as pertain to this office.

#### **4.5 Treasurer**

- 4.5.1 Supervise and document all financial affairs of the Association according to City of Winnipeg policies.
- 4.5.2 Ensure the Audit of books on a yearly basis.
- 4.5.3 Oversees the accountability of the Associations funds.
- 4.5.4 Oversees the operation of the Canteen and Bingo.
- 4.5.5 Perform other such duties as pertain to this office.

#### **4.6 Programs – combined with 4.9 Volunteers/Social/Activity Cards June 11, 2007**

- 4.6.1 Plan and schedule new programs run by the Association (other than competitive team sports) in liaison with the Association's General Manager.
- 4.6.2 Perform other such duties as pertain to this office.

#### **4.7 Property – position removed from Board June 11, 2007 – GM responsibility.**

- 4.7.1 Responsible for collection and reporting of all inventories of the association as required by the policies of the City of Winnipeg.
- 4.7.2 Liaison with the various sporting directors to ensure their inventories are kept current.
- 4.7.3 Perform other such duties as pertain to the office.

#### **4.8 Seniors – position removed from Board June 11, 2007**

#### **4.9 Volunteer/Activity Cards/Social/Programs – combined with Programs 4.6 June 11, 2007**

**Position to be removed from the Board – June 6, 2011. Reports into the Director, Programming – a Board position.**

#### **4.10 Scouting - Position to be removed from the Board – June 6, 2011. Reports into the Director, Programming – a Board position.**

#### **4.11. The Sports Convenor (Hockey, Ringette, Softball, Baseball, Basketball, Indoor Soccer, Outdoor Soccer) positions to be removed from the Board – June 6, 2011.**

**Hockey and Ringette conveners report into the Director, Ice Sports.  
Softball, baseball, indoor and outdoor soccer conveners report into the Director, Field Sports.  
Basketball convener reports into the Director, Programming.**

The Sports Director/Convenor (Hockey, Ringette, Softball, Baseball, Basketball, Indoor Soccer, Outdoor Soccer) – inline hockey position removed June 11, 2007.

- 4.11.1 Organizes, supervises and promotes the entire sports program.  
**Responsibility shared with the Director position.**
- 4.11.2 Assists in scheduling of the sport.
- 4.11.3 Assists in collection of the sports registration fees. **Responsibility shared with the Director position.**
  
- 4.11.4 Attends all league meetings for their respective sports. **Responsibility shared with the Director position.**
  
- 4.11.5 Enters teams into the league.
- 4.11.6 Assigns coaches.
- 4.11.7 Acts as a liaison between coaches and parents.
- 4.11.8 Assists in issuing and retrieving of all issued equipment at each season's end and ensures inventories are reported to the General Manger as requires. – *changed June 11, 2007 from reporting to the Property Director to reporting to the General Manager.*
- 4.11.9 Reviews all spending proposals so as to keep them within budget limits.  
**Responsibility shared with the Director position.**
  
- 4.11.10 Submits any fund raising proposals to the Board for approval.  
**Responsibility shared with the Director position.**
  
- 4.12. **Member at Large – removed from the Board on June 11, 2007 - reinstated June 6, 2011 – Maximum of 2 positions**
- 4.12.1 Performs duties as requested by the Board.
- 4.12.2 When needed will be asked to fill vacant positions on the Board.
  
- 4.13. **Governance and Accountability Officer - removed from the board on June 6, 2011.**
- 4.13.1 Ensure that all activities of the board of SRA fall within the corporate governance and guidelines of the current Constitution.
- 4.13.2 Be a liaison between the membership and the Board on matters of contention between the Board and the membership.
- 4.13.2 Review and approve all budgets prepared by the Executive, Management and Activities of the Center.
- 4.13.4 Periodically review and audit internal and financial controls currently in place at the Center.
- 4.13.5 Ensure that the Center is in compliance with all GCWCC rules and regulations with respect to operations.
- 4.13.6 This is a non-voting position executive position; non-voting to ensure the integrity of the position; but included in the executive as well to ensure the actions of the executive are accountable as recommended by the position.

*Amended May 16, 2005; Amended June 11, 2007*

- 4.14. Director – Ice sports, Field sports and Programming.**
- 4.14.1 Participates in strategic planning process for the community centre.**
  - 4.14.2 Keeps current on policies and procedures and inform conveners. Brings forward areas requiring policy revision or development through discussions with conveners.**
  - 4.14.3 Works with conveners and staff to mitigate risk and ensure safety for all participants.**
  - 4.14.4 Works with conveners and staff to ensure overall plan for the sport – registration, scheduling, coach and equipment requirements – is executed to plan.**
  - 4.14.5 Provide monthly updates to board meetings based on feedback from the conveners; ensure conveners receive board minutes.**
  - 4.14.6 Represents Southdale Recreation Centre on district and regional boards.**
  - 4.14.7 Works with conveners to develop program specific budgets and registration fees with guidelines provided by Executive Committee.**
  - 4.14.8 Share financial updates with conveners on a regular basis.**
  - 4.14.9 Reviews spending proposals with conveners to ensure they fall within budget guidelines.**
  - 4.14.10 Works with current conveners and General Manager to recruit sufficient conveners for sports and programs.**
  - 4.14.11 Ambassador for the community centre.**
- 4.15. Director, Fundraising and Communication**
- 4.15.1 Participates in strategic planning process for the community centre.**
  - 4.15.2 Develops fundraising strategy and makes recommendations to the Board**
  - 4.15.3 Provides leadership to community fundraising activities**
  - 4.15.4 Reports regularly on progress of fundraising activities**
  - 4.15.5 Develops public awareness of the community centre and its programs.**
  - 4.15.6 Ambassador for the community centre.**

## **BY-LAW 5 – ORDER OF BUSINESS MEETINGS:**

- 5.1 Business of Annual Meetings**
- 1. Notice of meeting
  - 2. Minutes of the previous meetings.
  - 3. Business arising out of minutes.
  - 4. Correspondence.
  - 5. Report of the President
  - 6. Report of the General Manager.

7. Presentation of financial statement.
8. Reports of Committees.
9. Notices of motions.
10. Election of officers.
11. New business.
12. Adjournment.

**5.2 Business of Regular Meetings.**

1. Notice of meeting
2. Minutes of the previous meetings.
3. Business arising out of minutes.
4. Correspondence.
5. Report of the President
6. Report of the General Manager.
7. Presentation of financial statement.
8. Reports of Committees.
9. Notices of motions.
10. New business.
11. Adjournment.

**5.3 Business of Special Meetings**

1. Notice of meeting.
2. Discussion of meeting business.
3. Adjournment.

**BY-LAW INTERPRETATION:**

In the event of any dispute as to the meaning of any BY-LAW heretofore or hereafter passed, the interpretation of the Executive shall be final and conclusive.

GCWCC

Parliamentary Procedures booklet will be consulted in all disputes.

**STATEMENT OF APPROVAL:**

These By-Laws approved at the Board Meeting held on June 6, 2011 supersede all previous By-Laws.

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President

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Secretary



Dated \_\_\_\_\_