

# ARGYLL COMMUNITY LEAGUE BY-LAWS

Revised September 2017

## **Article I. Membership**

- Section 1.01 All residents of the Argyll neighbourhood are **automatically members** of the Argyll Community League (ACL) and not required to pay a fee.
- Section 1.02 All residents of Argyll are automatically **voting members** at Annual General Meetings; and for any other Regular or Special meetings held for Argyll Community League business.

## **Article II. Meetings**

- Section 2.01 The Annual General Meeting (AGM) of the ACL will be held on, or before, the 30<sup>th</sup> day of September of each year. The purposes of the AGM will include, but not be limited to, the following:
- (a) To elect a President, Treasurer, Secretary, Casino Coordinator, Committee Chairs and any Directors-at-large who wish to serve.
  - (b) To receive the Treasurer's report.
  - (c) To receive the reports from any committees.
  - (d) To conduct any additional business requested by attending Community Members.
- Section 2.02 Meetings of the Executive Board
- (a) Meetings of the Executive Board will be held as the business of ACL will require, and will be called by the President.
- Section 2.03 Special Meetings
- (a) Special Meetings may be required to address urgent issues or time-sensitive concerns. Any Community Member may vote at a properly requested Special Meeting.
  - (b) A Special meeting may be called if requested by any two (2) Community Members, provided they request the President to call such meeting, and have stated the business to be brought before the meeting.
  - (c) Prompt scheduling of a Special meeting will be the duty of the President.

- (d) Any four (4) Community Members will constitute quorum at Special Meetings, and they may be held only if quorum of the Executive Board is also present.
- (e) Any ACL business transactions, or policy changes, decided at Special Meetings must be **ratified** at the next regularly called AGM.

### **Article III. Voting**

- Section 3.01 All Community Members are eligible to vote.
- Section 3.02 Each member will have only one vote.
- Section 3.01 Chairs of Committees and Directors-at-large are automatically voting members of the Executive Board.
- Section 3.02 Voting at meetings will be by show of hands, or by secret ballot, if any two (2) Community Members, or if members of the Executive Board, requests a secret ballot before the meeting(s) start.

### **Article IV. Quorum**

- Section 4.01 Quorum for the AGM will be ten (10) Community Members.
- Section 4.02 Quorum for Executive Board Meetings will be three (3) members.
- Section 4.03 Quorum for a Special Meeting will be as outlined in these By-laws [*Article II, item 2.03 (d)*].

### **Article V. Executive Board**

- Section 5.01 The Executive Board will consist of a President, Secretary, Treasurer, and any additional elected volunteers for a specific role or representing a Committee.
- Section 5.02 The Executive Board will, from direction given it by its membership, have full control and management of the business affairs of ACL within the responsibilities outlined in the Tripartite Agreement\* between the City of Edmonton, the Edmonton Federation of Community Leagues, and ACL.
- Section 5.03 Executive Board Duties are:

- Section 5.04      President
- (a) The President is responsible for the general management of ACL.
  - (b) The President will:
    - (i) Preside over all General and Executive Board meetings*
    - (ii) Be an ex-officio member of all Committees (except a Nominating Committee)*
    - (iii) Be charged with the general supervision of all the activities of ACL*
    - (iv) Act as a signing authority for ACL*
    - (v) Shall be the designated representative of ACL to the Edmonton Federation of Community Leagues*
- Section 5.05      Past-President
- (a) The Past-President provides continuity of experience for ACL by advising and serving on the Executive Board.
  - (b) The Past-President may be asked to:
    - (i) Act in the absence of the President*
    - (ii) Act as a signing authority for ACL*
    - (iii) Act, in the case of a vacancy, as the liaison between the Executive Board and the Community Members*
- Section 5.06      Treasurer
- (a) The Treasurer is responsible for the financial well-being of ACL.
  - (b) The Treasurer will:
    - (i) Give regular reports to the Executive Board and to the Community Members on the financial state of ACL;*
    - (ii) Be responsible for preparation of the annual budget for ACL;*
    - (iii) Be responsible for preparation of financial statements for presentation at the AGM;*
    - (iv) Be responsible for making payments, receiving and depositing of all monies for ACL.*
    - (v) Oversee the activities of the Casino Coordinator, where necessary.*
- Section 5.07      Secretary

- (a) Is responsible for the documentation of all proceedings, debates, and decisions made by the Community League.
- (b) The Secretary will;
  - (i) *Attend all meetings of the ACL, and of the Executive Board, to keep accurate minutes of same.*
  - (ii) *Present minutes for previous meetings at the AGM for approval by vote as well as report on correspondence related to any current AGM agenda items.*
  - (iii) *Have charge of all the correspondence of the ACL and be under the direction of the President of the Executive Board;*
  - (iv) *Arrange to notify the Community Membership of upcoming meetings.*

Section 5.08 Casino Coordinator

- (a) Is responsible for preparing all documentation required for each Casino.
- (b) The Casino Coordinator will;
  - (i) *Attend meetings of the Executive Board.*
  - (ii) *Present a report to the AGM in conjunction with the Treasurer's report.*
  - (iii) *Act as first contact with the Alberta Liquor and Gaming Commission (AGLC) for all communications with this governing body.*
  - (iv) *Canvas for volunteers to participate in the Casino.*
  - (v) *Work with any AGLC approved contract Casino Volunteer Coordinator chosen by ACL.*
  - (vi) *Manage the designated Casino Account*

Section 5.09 Committee Chair and Director-at-large

- (a) Chairs and Directors are responsible for undertaking special duties requiring an elected volunteer to oversee a committee or to provide assistance to the Executive Board's decision-making.
- (b) Committee Chairs oversee committees struck to accomplish a specific goal or undertake approved projects on behalf of the larger membership.
- (c) A Director-at-large aids the Executive Board by providing experience or expertise to the Board in its deliberations.

## **Article VI. Elections and Term of office**

- Section 6.01 Officers of ACL are elected to a two (2) year term.
- (a) Any Community Member, in good standing, shall be eligible to serve in any office of ACL.
- Section 6.02 Executive Board members will stand for election on alternating years at the AGM.
- (a) President (may be challenged in any year)
  - (b) Secretary (every other year)
  - (c) Treasurer (every other year alternating with the Secretary)
  - (d) Casino Coordinator (every other year along with the Secretary)
  - (e) Directors-at-Large serve two year terms as a group.
  - (f) Committee Chairs serve for as long as the project requires -or- for as long as the committee itself requires.
    - (i) *A new Chair may be selected from members of a committee but must be ratified by the Community Members at the next AGM.*
- Section 6.03 Executive Board members may be elected for as many consecutive terms as they wish.
- Section 6.04 Election of any **contested position** may be held by secret ballot if requested before the meeting begins.
- Section 6.05 Any vacancy occurring during the year shall be filled at the next General or at a Special meeting; provided it is so stated in the notice calling for such a meeting.

## **Article VII. Committees**

- Section 7.01 The Membership, or the Executive Board, may choose to create Committees, as they deem necessary.
- Section 7.02 All committees report periodically to the Executive Board as well as to Community Members at each AGM.
- Section 7.03 There will be no permanent committees.

## **Article VIII. Remuneration**

- Section 8.01 No Director, Officer or Committee Member will receive any remuneration for services.
- Section 8.02 Any Executive or regular Member may receive reimbursement for planned expenses, upon presentation of receipts, incurred as a result of performing stated duties on behalf of ACL.

## **Article IX. Administration**

- Section 9.01 The secretary will have charge of the **seal** of the ACL, which will be authenticated by the signature of the President.
- Section 9.02 In the absence of a Secretary, these duties will be discharged by an officer appointed by the Executive Board until the next AGM where an election can be held.
- Section 9.03 The seal will be kept at the ACL office and used only when authorized by a resolution of the Board of Directors. It will be affixed to documents and instruments when required by law.
- Section 9.04 ACL may hire administrative staff to operate the facility, deliver programming, or to oversee projects (which may require a dedicated manager) only with prior approval from the Community Membership.

## **Article X. Financial Procedures**

- Section 10.01 The fiscal year of the ACL will be from October 01 to September 30.
- Section 10.02 The accounts of the ACL, or of any Committee, will be open to inspection by any Community Member, the Executive Board, or by any authorized government agency.
- Section 10.03 Whenever required by a funding body a designated Community Member, along with a member of the Executive Board, will audit the most recent financial statements. Such auditors will be chosen by the Community Membership.
- Section 10.04 The Executive Board may open accounts, designate signing authorities, or transact ACL business in accordance with the provisions of these By-laws.

- Section 10.05 The annual budget of ACL will be presented for approval at each AGM. No single expenditure in excess of \$10,000.00 will be made by the Executive Board without approval of the Community Membership at a previously held Regular or Special Meeting.
- Section 10.06 Total **annual** expenditure by the Executive Board will be limited to \$20,000.00.

## **Article XI. Amending these By-laws**

- Section 11.01 These By-laws may be cancelled, altered, or added to by a Special Resolution at any AGM of the ACL.
- Section 11.02 The notice of the AGM at which it is proposed to amend the By-laws, must include details of the proposed amendment to the By-laws.
- Section 11.03 The amended By-laws take effect after approval of the Special Resolution at the AGM after proper filing of such amendment(s) with Corporate Registry of Alberta.