

SPRINGFIELD LAKE RECREATION CENTRE BY-LAWS

(Revised January 2001)

1/ NAME

The society shall be known as the "Springfield Lake Recreation Association".

2/ OBJECTIVE

To build community spirit by promoting activities normal to the operation of a community centre; including social, recreational, leisure, educational, and charitable activities.

3/ DEFINITIONS

A/ MAJORITY VOTE - A vote passed by not less than one half of such members entitled to vote as are present in person. The vote can be at any regular or special meeting provided notice specifying the intention to propose the vote has been given.

B/ SPECIAL RESOLUTION - A resolution passed by not less than three-fourths of such members entitled to vote as are present **in person.** The vote can be at any regular or special meeting provided notice specifying the intention to propose the resolution has been given.

C/ QUORUM - Fifty percent (50%) plus one of the Board of Directors shall constitute a quorum at any meeting of the Board. For regular meetings a quorum shall consist of not less than 5

members of the society, excluding Board of Directors.

4/ **MEMBERSHIP**

A/Regular Members

Any person aged 19 and over, who resides in the area serviced by the Springfield Lake Rec. Centre, may become a regular member and have the power to vote at all meetings of the society; subject to the provisions of these by-laws.

B/SLRC Boundaries

Beginning at the railway tracks on the northwest side of the BeaverBank road, down the BeaverBank road to Highway #101, along highway #101 until it meets the Hants County line and then back to the railway tracks again.

C/Charter Members

Any person who is presently a member of the society and became a member during the first year of operation, shall be referred to a charter member, with the power to vote at all meetings of the society, subject to the provisions of these by-laws.

D/Associate Members

Any person aged 19 and over who resides outside the area defined in paragraph (B) above, may be accepted as an Associate Member. Associate Members have no vote at any meetings of the society, but shall enjoy all other privileges, subject to the provisions of these by-laws.

E/Life Members

The voting members may elect life members into the society annually who have shown outstanding services, including but not limited to the following:

- a) years of dedicated service,
- b) special achievements,
- c) regular attendance at meetings, and
- d) extraordinary performance on behalf of the society.

The candidate for Life Membership must be nominated by any member in good standing and such nomination must be made in writing to the Board of Directors at least sixty days prior to the Annual Meeting. Life Members shall enjoy all the privileges of a Regular Member. Majority vote by secret ballot is required to grant a Life Membership.

F/Junior Members

Any person aged 13 to 18 years, who resides in the area defined in paragraph (B) above, may become a Junior Member. Junior Members shall have no vote at any meetings of the society, but shall enjoy all other privileges, subject to the provisions of these by-laws.

G/Honorary Members

Any person not previously mentioned may be elected as an honorary member of this society, with all the privileges of a regular member except the power to vote at the meetings of the society. However, the number of honorary members shall not exceed five (5) at any one time.

H/Members in Good Standing

Any regular member in good standing who moves from the designated area shall retain his/her voting privileges, provided membership fees are paid in full each year. If said fees are not paid for one year and the member renews his/her membership the following year, he/she shall be accepted as an associate member.

I/Annual Dues

Membership fees shall be established at the Annual Meeting for all classes. Charter and Life Members are exempt from paying Annual Dues. Annual Dues are payable by the last day of March in each fiscal year.

5/ BOARD OF DIRECTORS

A/ The business, property and affairs of the society shall be managed by a volunteer Board of Directors, consisting of no less than 7 and no more than 10 directors. Any Regular Member or Life Member in good standing can be elected to the Board at the Annual Meeting. Employees of the Association shall not be eligible to serve on the Board as a Director. Directors shall be elected by secret ballot at each annual meeting.

TERMS:

2-4 directors for one year

2 directors for two years or 2 directors for three years

1 director for four years or 1 director for five years

B/ The Board of Directors shall have the power to:

- 1) initiate and approve plans and activities consistent with the objectives of the society.
- 2) have custody and management of the land, buildings, equipment, securities and all other properties of the society.
- 3) borrow money on behalf of the society. Required borrowing shall be only on recommendation

of the Board of Directors and must be passed by Special Resolution.

4) raise and disburse funds for and on the behalf of the society in accordance with approved activities. **Activities not previously approved require being passed by Special Resolution.**

5) invest funds of the society for the short term.

6) buy, sell, and exchange properties and securities of the society up to a value of \$1000.00. In excess of \$1000.00 requires a Majority vote.

7) may execute contracts, deeds, bills of exchange, and other instruments for and on behalf of the society once authorized by a Majority vote.

8) appoint or delegate the power to appoint, any employee of the society and fix the compensation, if any. The need for said employee must be established at a regular meeting.

9) make payment of routine expenditures on behalf of the society up to but not exceeding one hundred dollars (\$100.00).

10) perform all other duties as required to fulfill the objectives and purpose of the society.

11) have the power to suspend or expel any officer or member of the society providing there is just cause for said action and to fill any vacancies for the remainder of the term.

12) every elected Director in good standing shall have the right to elect the Executive Officers of the Association.

C/ Use of the Seal

The seal of the society may be affixed to any document upon Special Resolution of the Board of Directors.

D/ Removal of Directors

The society can, by Special Resolution, remove any Director before the expiration period of their office and appoint another person in their place for the remaining term.

E/ Remuneration

Board members will not receive yearly but will be reimbursed for expenses incurred while attending to the affairs of the society as prescribed in Bylaw 5B#9.

6/ OFFICERS

The officers of the society shall be a President, 1st Vice-President, 2nd Vice-President, secretary and treasurer. Members of the Board shall elect the Executive Officers of the Association. The Executive Officers of the Association shall be elected at the first meeting of the newly elected Board of Directors. This meeting shall be called immediately upon adjournment of the Annual Meeting at which the new Directors were elected.

7/ DUTIES OF THE PRESIDENT

The president shall:

- a) preside at meetings of the members of the society and the Board of Directors.
- b) sign such papers as required by his/her office or as instructed by the Board of directors.
- c) make reports and recommendations to the Board of Directors and members of the society at any annual or special meeting concerning the work and affairs of the society, which in his/her judgement are desirable for their information and guidance.
- d) request reports from the treasurer, secretary, manager and committees as necessary.
- e) perform other incidental duties pertinent to the office of the president.
- f) ensure and maintain the Association's public image.

The President of the Association shall serve a one (1) year term of Office.

8/ DUTIES OF THE FIRST VICE PRESIDENT

The first Vice President shall perform the duties of the president in case of absence, resignation, or the inability of the president to act.

9/ DUTIES OF THE SECOND VICE PRESIDENT

The second Vice President shall perform the duties of the president in case of absence, resignation, or the inability of the president or first vice president to act.

10/ DUTIES OF THE SECRETARY

The secretary shall:

- a) notify all Board members of all meetings and post notice of general meetings.
- b) keep the minutes (attendance included) of all Board and general meetings and produce printed copies.
- c) furnish the nominating committee, or any committee with membership lists, board of Directors list (including term and attendance), or any relevant documents.
- d) ensure all notices are mailed as instructed by the Board.
- e) be custodian of the seal and all records of the society, except such papers and records held by the treasurer, and to deliver the same to his/her successor.
- f) sign such papers as required by his/her office or as instructed by the Board of Directors.
- g) perform other incidental duties pertinent to the office of the secretary.

11/ DUTIES OF THE TREASURER

The treasurer shall:

- a) demand, receive and have custody of all monies of the society.
- b) deposit the funds of the society in one or more banks selected by the Board of Directors, disburse said funds in accordance with the instructions of the Board of Directors and/or the society, with the signatures of the Treasurer and one of two other officers who shall have their signatures on file at said bank(s).
- c) keep an accurate account of all monies received and paid out and shall report to the president, Board of Directors, and the society as they may require.
- d) receive and have custody of all deeds, securities, notes, contracts and other financial papers of the society and place them in the safe deposit vault of a bank designated by the Board of Directors.
- e) keep full account of such deeds, securities, notes, and financial papers and make reports there of to the president and Board as they require.
- f) cause the books of the society to be audited at least once annually and shall present, at each annual meeting of the members of the society, a comprehensive financial statement.
- g) sign such papers as required by his/her office or as instructed by the board of Directors.
- h) provide any such bonds as may be required by the Board of Directors.
- i) hold a petty cash allotment as determined by the Board of Directors with the power to disperse said funds as required.

12/ MEETINGS

A/ANNUAL MEETINGS

The annual meeting of the society shall be held on the first Sunday in March, each calendar year, at the Springfield Lake Rec. Centre for the purpose of: reports from the officers, Board members, and committees, election of officers and Board members, and any other matters which may arise. Notice of the annual meeting shall be read by the secretary at the last general meeting of the society prior to the annual meeting and notice shall be posted at the premises at least seven (7) days prior to said meeting.

B/SPECIAL GENERAL MEETINGS

Special general meetings of the society may be called at any time by the president, vice-president, board of directors or when seven (7) or more members of the society sign and mail a notice to the secretary or president, stating the objective of said meeting. Notice of special meeting of the society shall be posted on the premises at least seven (7) days prior to said meeting. The business discussed shall relate only to the declared objective of the meeting.

C/REGULAR MEETINGS

The Board of Directors shall meet once during the first week of each month (except July & August) at the Springfield Lake Rec Centre. Regular general meetings will be held when the agenda warrants (at least quarterly), and notice will be posted 14 days prior.

13/ ORDER OF PROCEEDINGS AT MEETINGS

A/ANNUAL MEETINGS

- 1) Call to Order/Roll Call
- 2) Reading of the minutes from previous year's minutes and approval.
- 3) The General Manager shall review the activities of the society of the preceding year.
- 4) Reports given by the Treasurer, auditor, and Committee Chairpersons.
- 5) Old Business
- 6) New Business
- 7) Nominating Committee Report (Board member's terms, life members, etc.)
- 8) Election of Officers and Directors.
- 9) Installation of Officers and Directors
- 10) Adjournment

B/REGULAR MEETINGS

- 1) Call to Order/Roll Call
- 2) Previous minutes along with minutes of any intervening special meeting.
- 3) Business arising from the minutes.
- 4) Correspondence of interest.
- 5) Reports from the Manager, Treasurer, and committees.
- 6) New Business
- 7) Adjournment

C/RULES OF ORDER AT MEETINGS

The proceedings at all meetings of the society and Board of Directors shall be conducted in accordance with Parliamentary.

14/ **COMMITTEES**

The society may, at any regular or annual meeting, appoint such committees as may be required to carry out the objectives of the society.

A/NOMINATING COMMITTEE

The Nominating Committee shall be elected by at least the last regular meeting of the society prior to the Annual Meeting. The members, so elected, shall appoint a Chairperson. Said committee shall consist of not less than three (3) members.

15/ **FISCAL YEAR**

The fiscal year of the society shall be the calendar year.

16/ AUDITORS

Auditor(s) shall be appointed at the Annual Meeting in March and may be a qualified Auditor or any three(3) members of the society elected at said meeting for the purpose of auditing the books and preparation of the Financial Statement of the society for presentation at the next Annual Meeting.

17/ RECORDS OF THE SOCIETY

Any member of the society may request to view the books and records of the society by providing the Manager 72 hours notice. They are to be kept at the Rec. Centre office, located at 266 Lakeview Avenue, Middle Sackville, Nova Scotia.

18/ THE SOCIETY ARCHIVIST

The Board of Directors shall appoint one of the members of the society to be Archivist and Historian. The Archivist shall hold and safely keep all books, papers and records of the society committed to his/her care in such a manner as the Board of Directors may direct, subject to the rights and duties of the Treasurer and Secretary. He/She shall endeavour to assemble, arrange and preserve available information, papers, documents, pictures and records relating to the society and its members, past and present, and perform incidental duties pertinent to his/her appointment.

19/ DISBURSEMENT OF PROFITS

A/ If a profit is shown on the Annual Financial Report a maximum of 75% may be set aside for the retirement of indebtedness of the society until such time there is no mortgage, lien, or other encumbrance against the real property owned by the society. The remaining funds may be used for other purposes as directed by the members.

B/ When there is no mortgage, lien, or other encumbrance against the assets of the society excess funds from the net annual profit shall be placed in an interest bearing account each year and retained until a predetermined sum has been accumulated, which may be used for repairs, major improvements or purchases by the society. Remaining funds shall be held for charitable work during the ensuing year and other activities for the benefit of active and junior members.

20/ **MAKING, ALTERING AND RESCINDING BY-LAWS**

The society has the power to repeal or amend any of these by-laws by Special Resolution, passed in the manner prescribed by law.