

BURTON CUMMINGS COMMUNITY CENTRE CONSTITUTION AND BYLAWS

ARTICLE I NAME

The organization located at 960 Arlington St., Winnipeg, Manitoba and named "BURTON CUMMINGS COMMUNITY CENTRE" herein after referred to as the "CENTRE".

ARTICLE II OBJECT

The object of the CENTRE shall be to operate in co-operation with the Recreation Branch of the Parks and Recreation Dept. A Community Centre providing to all age groups within the community, regardless of race, colour, or creed, an opportunity to participate in recreational, social, athletic, and cultural activities.

ARTICLE III BOUNDARIES

The Boundaries shall be WEST of SHERBROOK, EAST of McPHILLIPS / SHERBURN, SOUTH of LOGAN, NORTH of SARGENT, or as otherwise defined by Parks and Recreation Dept. City of Winnipeg.

ARTICLE IV MEMBERSHIP

A. The Membership of the Centre shall normally consist of those persons residing within the Centres designated boundaries.

B. The Membership of the Centre shall normally consist of those persons residing within the Centres designated boundaries. Persons residing outside the designated boundaries may become Members of the Centre by applying in writing and receiving approval from the Executive Committee.

ARTICLE V GOVERNMENT

A. The Centre shall be governed by an EXECUTIVE consisting of the following:

Immediate Past President, President, Vice-President, Secretary, Treasurer, Sports Chairperson, Canteen Chairperson, House and Grounds Chairperson, Publicity/Ways and Means Chairperson, Bingo Chairperson, Volunteer Chairperson, Youth Chairperson. Except for the Immediate Past President, all of the EXECUTIVE shall be elected annually. The following Committees shall have one vote at the EXECUTIVE meeting, Ladies Committee and Senior Citizens Committee.

B. Members of the Board including the EXECUTIVE Committee shall serve without remuneration or pecuniary.

C. Any member of the Board will be disqualified from voting on any matter affecting Him/Her directly, with the exception of the Election of Officers at Annual General Meeting.

ARTICLE VI NOMINATION

A. The nominating committee shall be appointed by the President and shall consist of the Immediate Past President, two members of the EXECUTIVE, and two Members from the centre at large, the committee shall elect its own Chairperson.

B. The Nominating Committee shall prepare with the consent of the Nominees a slate of EXECUTIVE Members for the ensuing year, and shall report to the EXECUTIVE Members for the ensuing year, and shall report to the EXECUTIVE meeting preceding the ANNUAL GENERAL MEETING.

C. In addition to the nominations by the Nominating Committee, any Member of the CENTRE may make further nominations at the Annual General Meeting providing the consent of the Nominee is obtained, no nomination shall be accepted unless the Nominee is present, or has consented to such nomination in writing.

D. The election of all EXECUTIVE Members shall take place at the ANNUAL GENERAL MEETING.

E. Only Members eighteen years of age or over at time of election shall be eligible for election to the EXECUTIVE.

ARTICLE VIII MEETINGS

A. The Annual General Meeting shall be held during the second week of April upon Notice being forwarded to each Member, or by posters and bulletins.

B. At the request of the Chairman, or any Member of the CENTRE, and before taking a vote, scrutineer may be appointed to supervise the voting of the EXECUTIVE.

C. The EXECUTIVE shall be elected at the Annual General Meeting.

D. An Annual General Meeting shall consist of at least twenty Members present.

E. Voting by proxy shall not be permitted.

F. Any other General Meeting may be called at the discretion of the President, or upon written request signed by at least twenty Members, the request shall state the nature of the meeting, and shall be called within two weeks of receipt of such request. At least one week notice shall be given to all Members.

G. Advance notice to the General Public of at least one week shall proceed any General Meeting, and ten days for an Annual General Meeting.

H. At any General Meeting all motions shall be deferred to the EXECUTIVE, and brought up at the following General Meeting.

I. Meetings of the EXECUTIVE shall be held at least once a month upon such dates as the EXECUTIVE may decide. Two-thirds of the EXECUTIVE shall constitute a quorum.

ARTICLE IX SIGNATURE

A. The President, Secretary, and Vice-President shall decide the manner in which any agreements, letters or other documents shall be signed.

B. Cheques shall be signed by any two of the following: President or Vice-President or Treasurer.

C. The books and records of the Centre shall be open to the inspection by members at all reasonable times, upon 48 hours notice to the President in writing, stating specific concerns.

ARTICLE X AUDITORS

An audit of the books and accounts of the Centre as a whole shall be made every four months during the fiscal year, and a complete audit as soon as possible after the close of the fiscal year. An auditor shall be appointed by the Executive. A complete report to be out-lined and presented to the members at the Annual General Meeting.

ARTICLE XI VACANCIES

A. If any member of the EXECUTIVE is absent from three consecutive meetings without cause, his position shall be declared vacant.

B. Any vacancy during the fiscal year of the EXECUTIVE, shall be filled by the EXECUTIVE from the General Membership, such appointed shall hold office for the remainder of the fiscal year.

ARTICLE XII

Approval of amendments to the Constitution shall require a minimum of two-thirds majority of the members in attendance at the Annual Meeting as provided for in By-law 3.3 .

ARTICLE XIII

If he/she be removed by resolution of the board for misconduct or good or sufficient cause and approved by two-thirds majority vote of the Board Members present at a special meeting.

ARTICLE XIV

Should any discrepancy occur they would then revert to Roberts Rule of Order.

ARTICLE XV FISCAL YEAR

The fiscal year of the Centre shall terminate on the 31 day of December in each year.

BY - LAWS OF BURTON CUMMINGS COMMUNITY CENTRE

ARTICLE 1.0 - OFFICERS AND DUTIES

1.1. PAST PRESIDENT - The Past President shall normally serve as an advisor to the board. Shall normally be the Chairperson of the Nominating Committee and provide services as required

1.2. PRESIDENT. - The President shall be the chief executive officer of the Centre. Shall preside at all meetings of the Centre and the Executive Committee. Shall implement all orders and resolutions of the board; and Executive committee. Shall be a non-voting member of all committees; prepare and submit to the members at the annual meeting a report of the preceding year for its approval. The President when presiding at meetings shall only vote to break a tie.

1.3. VICE-PRESIDENT - In the absence of the chairperson, assumes the duties and powers of the chairperson. The vice-president shall perform such other duties as may from time to time be determined by the board. In the absence of the President and Vice-president the performance of their duties and powers shall be delegated to a chairperson appointed by the board.

1.4. OTHER VICE-PRESIDENTS - In the event that the EXECUTIVE Committee shall have more than one Vice-president, the position defined in 1.3. shall be designated the Senior Vice-president.

1.5. Secretary - The Secretary shall insure the proper recording of the minutes of all the meetings of the Board and executive Committee, shall issue notice of all such meetings. The Secretary shall perform other duties as may be assigned.

1.6. Treasurer - The Treasurer shall ensure that the financial activities of the centre are properly recorded and that all the funds and securities of the centre are secured with a banking institution in the name of the centre. The Treasurer shall present financial reports all regular meetings of the board, and shall present a budget and an audited financial report to the annual meeting.

1.7. Secretary/ Treasurer - The positions of secretary and Treasurer may be combined at the option of the board.

1.8. Youth Representative - A youth representative may be elected to the board to serve the interests of the youth members of the centre.

1.9. Seniors Representative - A Senior representative may be elected to the board to serve the interests of the senior members of the centre.

1.10. Community Centres Board Representative - The representative to the district 3 Community Centres Board shall normally be the President or Past-President of the Centre. An alternative delegate may be nominated and elected by the board of the centre. In the event that the approved delegate may not be available to attend any meeting of the Community Centres Board an alternative may be appointed.

ARTICLE 2.0. - ELECTION OF OFFICERS:

2.1 At the first regularly scheduled meeting subsequent to the annual meeting of the centre the executive committee shall appoint a nominating Committee comprised of a minimum of three members, at least one of which shall not be a member of the board. The Past-President shall normally be the chairperson of the committee.

2.2 The Nominating Committee shall present a slate of candidates for the positions of President, Vice-President, Secretary, and Treasurer to the board prior to public notice.

2.3 The election of officers shall be held at the annual meeting of the centre.

2.4 The Chairman of the nominating committee shall present a slate of nominees for each office to the delegates attending the Annual Meeting and shall call for additional nominees from the floor.

2.5 Nominees from the floor must be present at the meeting and confirm agreement to serve or in the event of absence the nominee must file a written statement of agreement with the Chairperson to be read to the delegates.

2.6 The term of office shall be for one year from the date of the annual Meeting of the centre. In the event that an officer is unable to complete their term of office, the board may elect an alternate for the balance of the term.

2.7 A Person shall not normally serve in any one office for more than two consecutive terms.

ARTICLE 3.0 - AMENDMENTS:

3.1 Amendments to the Constitution shall be defined in a public notice of the Annual Meeting to the area residents at least twenty-one days prior to the meeting.

3.2 Amendments to the By-Laws shall be defined in a notice of meeting to all members of the Volunteer Board including the Executive Committee at least seven days prior to the meeting at which the amendments will be voted on.

3.3 Amendments to the Constitution and By-Laws must be passed by no less than two-thirds majority of such members entitled to vote as are present at the meeting.

ARTICLE 4.0. - MEETING:

4.1 Notice of regular meetings of the board including minutes of the previous meeting and a preliminary meeting agenda should be mailed to each board member at least seven days prior to the meeting.

4.2 Special meetings of the board may be convened by the President or a minimum of twenty adult member residents of the community. Notice of the meeting must be mailed to each board member at least five days prior to the meeting. Only those items defined in the notice of the meeting shall be discussed.

ARTICLE 5.0 - ANNUAL MEETING:

5.1. Notice of the annual meeting shall be made public through the media or an area newsletter at least ten days prior to the meeting. This notice should include the slate of nominees for elected offices.

5.2. The order of business for the annual meeting shall be:

- call to order
- approval of the agenda-additions
- approval of minutes from previous annual meeting
- business arising from the minutes
- reports
 - President
 - Finance
 - Standing Committees
 - Special Committees
- amendments to the constitution and / or by-laws
- new business
- election of officers
- adjournment

STATEMENT OF APPROVAL

This Constitution & By-Laws approved at the General Meeting of Burton Cummings Community Centre on April 13, 1999. It supersedes the previous issue dated March 26, 1993.

President
Leon Martin

Secretary
Paddy Voss