



COMMUNITY LEAGUE BYLAWS

As accepted at the November 8, 2016, Semi-Annual General Meeting

Table of Contents

1. Name 1

2. Purpose 1

3. Boundaries 1

4. Definition of Terms 1

5. Membership..... 2

6. Directors..... 2

7. Administration 6

8. Financial Procedures 6

9. Meetings 7

1. Name

- 1.1. The name of the organization will be the Lago Lindo Community League.

2. Purpose

- 2.1. The purpose of the Lago Lindo Community League is to provide a variety of facilities, programming, and services to its members. The Lago Lindo Community League will also represent its members in affairs with other community leagues, area councils, the Edmonton Federation of Community Leagues, the City of Edmonton, and any other organization or government body as may be deemed necessary by a majority vote of the Executive Committee.

3. Boundaries

- 3.1. The Lago Lindo Community League shall comprise an area containing the neighborhoods of Lago Lindo, Klarvatten, Schonsee, and Crystallina Nera, located in the north central portion of the City of Edmonton. The boundaries of the Community League are:
 - 3.1.1. West - 97 Street,
 - 3.1.2. North - Restricted Development Area - Transport Utility Corridor
 - 3.1.3. East - 66th Street
 - 3.1.4. South - 167 Avenue

4. Definition of Terms

- 4.1. "Area Council" means a group of Community Leagues with an elected Executive, which may include other community organizations, who meet informally to discuss and/or act upon concerns of common interest.
- 4.2. "Community League" means an organization of persons with an Elected Executive, representing a geographically defined community, incorporated under the Societies Act of the Province of Alberta, to provide facilities, programming, and services to its members.
- 4.3. "Special Resolution" means a resolution passed by not less than 3/4 of the votes cast by registered members vote at a general meeting. Notice of the special resolution must be duly given to members.
- 4.4. "Societies Act" means the Societies Act of Alberta as be applicable to the Lago Lindo Community League

5. Membership

- 5.1. Any person(s) residing, or owning real property within the boundaries of the Lago Lindo Community League are eligible for membership in the League.
- 5.2. Membership to the Community League is subject to an annual fee and adherence to the bylaws and rules of the Community League.
- 5.3. Honorary life memberships to the Community League may be conferred upon any eligible person by a majority vote of registered members at any general meeting.
- 5.4. Any member may withdraw from the Community League upon giving written notice to the League Secretary.
- 5.5. Any member may be expelled from League membership for violation of the League's bylaws and/or rules by a majority vote of registered members being in good standing at any general meeting.
- 5.6. Memberships are valid from September 1 until August 31 of each year and must be renewed annually.
- 5.7. A membership is valid for all members of the immediate family residing within the same physical location, but a single membership is only valid for a single vote at general meetings.
- 5.8. The annual fee shall be waived for any member of the current Community League's Board of Directors that has served on the Board for at least one year prior.
- 5.9. Individuals or families who reside outside the boundaries of Lago Lindo (or businesses located within the boundaries) who wish to support the league or participate in their programs must purchase an associate membership but must provide proof of membership from their home community at the time of purchase.
 - 5.9.1. Associate members (those who have purchased an associate membership) are non-voting members.

6. Directors

- 6.1. The Community League shall have an Executive Committee comprised of the following Directors and responsibilities:
 - 6.1.1. President
 - 6.1.1.1. Shall reside at all Executive, General and Special Meeting of the League.
 - 6.1.1.2. Shall represent the community league at the Edmonton Federation of Community Leagues.
 - 6.1.1.3. Shall be an ex-officio member of all committees, except the Nominating Committee.
 - 6.1.1.4. Shall be charged with the care and use of the seal of the League.
 - 6.1.1.5. Shall be charged with the general supervision of all activities of the community.
 - 6.1.1.6. Shall be responsible for maintaining and amending the League's Bylaws as necessary, and providing liaison with various levels of government.
 - 6.1.1.7. Shall attend all Area Council 17 meetings and report on all matters of common interest between the Community League and the Area Council.
 - 6.1.2. Past President
 - 6.1.2.1. Shall act in an advisory capacity to the President and to the League.
 - 6.1.2.2. Shall be Chairperson of the Nominating Committee.
 - 6.1.2.3. May assume ad hoc duties at the discretion of the Executive.

6.1.3.Vice President

- 6.1.3.1. Shall perform the duties of the President in the absence of the President.
- 6.1.3.2. May perform specific duties of the President or ad hoc duties at the discretion of the Executive.
- 6.1.3.3. Shall preside over nominations and elections of annual general meetings.

6.1.4.Treasurer

- 6.1.4.1. Shall be responsible for all financial records of the Community League.
- 6.1.4.2. Shall be responsible for creating and presenting the annual budget for review at the Annual General Meeting.
- 6.1.4.3. Shall oversee a bookkeeper who:
 - 6.1.4.3.1. Shall receive all monies, and issue receipts for same.
 - 6.1.4.3.2. Shall make payments on all accounts when properly approved.
 - 6.1.4.3.3. Shall deposit all funds in the Community League accounts.

6.1.5.Secretary

- 6.1.5.1. Shall keep a record of all meetings of the League and any other records so directed by the Executive Committee.

6.2. The Executive Committee plus the following individual Directors will constitute the Community League Board of Directors:

6.2.1.Building and Grounds

- 6.2.1.1. Shall have charge of all building, works, improvements, tools, and equipment of the Community League.
- 6.2.1.2. Shall have control, and keep a record of all keys to the Community League's buildings and grounds.
- 6.2.1.3. Shall oversee a Facilities Coordinator who:
 - 6.2.1.3.1. Shall be responsible booking of, cleaning, and access to the Community League facilities located at 17125 and 17221 on 95 Street.
 - 6.2.1.3.2. Shall administer contract bookings, including fee collection and post event building inspections.
- 6.2.1.4. Shall be responsible for the community ice rink/arena operations, including staffing, scheduling, and maintenance

6.2.2.Memberships

- 6.2.2.1. Shall have charge of the annual membership drive including the collection and accounting of membership dues, and the record keeping of active members.

6.2.3.Fundraising

- 6.2.3.1. Shall have charge of Community League fundraising activities except as provided under section 6.2.4 and 6.2.5.

6.2.4.Bingo

- 6.2.4.1. Shall have charge of all fundraising activities with respect to bingos.

6.2.5.Casino

- 6.2.5.1. Shall have charge of all fundraising activities with respect to casinos.

6.2.6.Publicity

- 6.2.6.1. Shall have charge of all Community League publicity and shall be responsible for the publication and distribution of the League's newsletter and other notices, including online mediums such as the website and Facebook accounts.

6.2.7.Social

- 6.2.7.1. Shall have charge of the operation of all social activities of the Community League.

6.2.8.Programs

- 6.2.8.1. Shall have charge of the operation of all activities concerning programs of an educational, artistic or cultural nature.

6.2.9.Hockey

- 6.2.9.1. Shall have charge of all matters concerning the operation of the Community League's hockey program.
- 6.2.9.2. Shall have charge of all matters concerning the operation of the Community League's ball hockey program.

6.2.10. Baseball & Softball

- 6.2.10.1. Shall have charge of all matters concerning the operation of the Community League's baseball & softball programs.

6.2.11. Soccer

- 6.2.11.1. Shall have charge of all matters concerning the operation of the boys Community League's soccer program.

6.2.12. Volunteer

- 6.2.12.1. Shall have charge of managing all volunteers by recruiting and retaining the necessary number of volunteers as required for the delivery of programs/services and events of the Community League including tracking and contacting all volunteers.

6.2.13. Preschool

- 6.2.13.1. Shall work with the Lago Lindo Preschool by:
 - 6.2.13.1.1. Attending the preschool's meetings.
 - 6.2.13.1.2. Facilitating communication between the Community League Board and the Preschool Board.
- 6.2.13.2. Shall report the status of decisions, issues, and requests of the Community League Board of Directors Meetings.
- 6.2.13.3. Shall report the status of decisions, issues, and requests pertaining to the preschool from the Lago Lindo Community League at Preschool Board meetings.
- 6.2.13.4. Shall be responsible for assisting the preschool and the preschool board of director's getting setup each year.

6.2.14. Sports Explorerz

- 6.2.14.1. Shall have charge of all matters concerning the operation of the Community League's Sports Explorerz program.

6.2.15. Director(s) At Large

- 6.2.15.1. To perform ad-hoc duties at the request of the Community League Board of Directors.
- 6.2.15.2. There shall be no more than four (4) persons elected.
- 6.2.15.3. This position shall serve a one (1) year term.

- 6.3. All members of the Community League Board of Directors shall uphold the bylaws and rules of the League and shall maintain the general well-being of the League.
- 6.4. Nomination and Elections
 - 6.4.1. Any registered member of the Community League, being in good standing, and being at least 16 years of age or older, is eligible for nomination, election or appointment to a position on the Community League Board of Directors.
 - 6.4.2. Any registered member of the Community League, being in good standing, and being at least 18 years of age or older, is eligible for nomination, election or appointment to a position on the Community League Executive Committee.
 - 6.4.3. The Community League Board of Directors, with the exception of the Past President, shall be elected at a general meeting.
 - 6.4.4. Nominations from the floor will be accepted after the report of, and nominations from, the Nominating Committee.
 - 6.4.5. Election to the office shall be determined by a majority vote of registered members being in good standing.
 - 6.4.6. Unless otherwise disqualified, any retiring director of the Community League shall be eligible for immediate re-election to the same or any other office.
- 6.5. Term of Office
 - 6.5.1. A director shall take office immediately following his or her being elected or appointed.
 - 6.5.2. The term of office for any director, elected or appointed, shall be two years.
 - 6.5.3. No director shall serve in the same position for more than two consecutive terms unless otherwise provided by special resolution.
 - 6.5.4. The following schedule will determine when a director's position needs to be filled:

Position	Election Season	Election Year
President	Spring	Even Years
Vice President	Fall	Even Years
Secretary	Fall	Even Years
Treasurer	Spring	Odd Years
Baseball & Softball	Fall	Odd Years
Bingo	Spring	Odd Years
Buildings & Grounds	Spring	Even Years
Casino	Spring	Even Years
Fundraising	Spring	Even Years
Hockey	Spring	Even Years
Membership	Fall	Odd Years
Programs	Spring	Odd Years
Publicity	Spring	Odd Years
Soccer	Fall	Even Years
Social	Fall	Odd Years
Volunteer	Spring	Odd Years
Preschool	Fall	Even Years
Sports Explorerz	Fall	Odd Years
Director(s) at Large	Spring	Every Year

6.6. Termination

6.6.1. Any director may be removed from the office by a majority vote of the Community League Board of Directors if that director is absent without good cause for three or more consecutive meetings of the Community League Board of Directors.

6.6.2. Any director may be removed from office by special resolution.

6.6.3. A director of the Community League Board may retire from his or her position upon giving written notice to the Executive Committee or to the general membership at a general meeting.

6.7. Vacancy

6.7.1. If for any reason a director is unable to complete the term of his or her position and a vacancy is created, then the Executive Committee shall be empowered to appoint a replacement to complete the term of the position. Such appointment is to be approved at the next general meeting. The person so appointed may hold the office until the end of the term and be eligible for election in the same, or another, office at the next general meeting.

7. Administration

7.1. The Bylaws of the League shall not be rescinded, altered, or added to except by special resolution.

7.2. The Bylaws and rules of the Community League shall be applied without regard to gender, race, religion, ethnicity, or political affiliation.

7.3. The records of the Community League shall be open to inspection by any director or any registered member being in good standing upon providing five days' written notice to the President.

7.4. Whenever used, the seal of the Community League, which the president shall have custody of, shall be authenticated by the signature of the President and the Secretary, or the President and the Treasurer, or in the case where neither is capable of acting, by the signature of the vice-president, as the case may be.

8. Financial Procedures

8.1. The fiscal year of the Community League shall begin April 1.

8.2. The books, accounts, and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Community League who are not directors of the Executive Committee. The associated statement shall be presented at the Fall General Meeting.

8.3. A completed statement of accounts for the preceding fiscal year shall be available at any general meeting.

8.4. A summary statement of accounts for the preceding month shall be available at any executive meeting.

8.5. All bills, notes, cheques, debentures and other papers and documents, which pertain to the finances of the Community League, shall be signed by two members of the executive committee, which shall include the President, Vice President, Treasurer, and Secretary. Additionally, the Community League Board of Directors shall be permitted to allow the Past President to act as a signatory in addition to the above positions, by majority vote at any Community League Meeting.

8.6. The Community League may borrow monies only by special resolution.

- 8.7. All debts that are of a recurring nature and that are required to maintain the operations of the Community League (e.g., monthly utility bills, annual insurance invoices, sports player transfers) may be paid out by the Treasurer without prior approval of the Board of Directors. All other expenditures shall be approved by a majority vote of the League's Board of Directors.
- 8.8. All directors having charge of an event or program (educational, artistic, cultural or recreational), shall present and obtain approval, by majority vote of the Board of Directors, for an annual budget for the operation of their respective offices.
- 8.9. No director of the Community League shall receive remuneration for the execution of his or her duties of office.

9. Meetings

- 9.1. All meetings will be governed by Robert's Rules of Order.
- 9.2. Meeting Dates
 - 9.2.1. General meetings of the Community League shall be held semi-annually; one meeting being held in the Spring and one meeting being held in the Fall.
 - 9.2.2. Community League Board of Directors Meetings shall be held at the call of the President, or at the request of not less than five directors, but in any case, not less than 9 times per year.
 - 9.2.3. Special Meetings may be called at the discretion of the President and must be called upon receipt by the President of a written request for such meeting signed by 10 percent of its members being in good standing. Any call for a special meeting must indicate the purpose of the meeting.
- 9.3. At least seven days' notice by public notice on the community website, and any other appropriate online channels, for all general or special meetings must be given to all members, as well email notification of the current Board of Directors. Accidental omission of notice to any one registered member shall not invalidate the proceeding of any such meetings.
- 9.4. Eligibility for Meeting Attendance
 - 9.4.1. Any person may attend a general meeting or special meeting. Such persons shall leave the meeting upon a majority vote of the registered members being in goodstanding.
 - 9.4.2. Any person may attend a Board of Directors meeting upon a majority vote of the Executive. Such persons shall leave the meeting upon a majority vote of the Executive.
 - 9.4.3. Any registered member being in good standing may attend any Community League Board of Directors meeting. Such persons shall leave the meeting upon a majority vote of the Board, or if the meeting moves into executive session or in camera mode.

9.5. Quorum

- 9.5.1. A quorum for all general or special meetings shall be 10 (ten) members being in good standing.
- 9.5.2. A quorum for a Board of Directors meeting shall be six (6) members of the Board of Directors.
- 9.5.3. Community League members in good standing, must be 16 years of age or older to be eligible to vote.
- 9.5.4. If there is a failure to reach quorum, the chair of the meeting may cancel the meeting if a quorum is not present within thirty (30) minutes after the set start time. If cancelled, the Board may set a new date and time of no less than two (2) weeks after the original meetings. If the Board does not do so, the meeting is rescheduled for the same time and place two (2) weeks later. If quorum is not achieved within thirty (30) minutes after the set time of the second meeting, the meeting will proceed with the members in attendance.

9.6. Voting

- 9.6.1. Only registered members in good standing may vote at special meetings or general meetings.
- 9.6.2. Only members of the Community League Board of Directors may vote at League Board meetings.
- 9.6.3. Voting shall be by show hands, a voting ticket, a standing vote or by secret ballot. Any two persons entitled to vote may request and cause a vote by secret ballot.
- 9.6.4. Each eligible voter shall have one vote, shall vote in person, and may not vote by proxy.
- 9.6.5. Should an issue arise that requires the board to vote on an issue between meetings, an electronic vote by email may be conducted. In the event this mechanism is used, the vote cannot be considered past until at least 51% of the current directors have voted, or until 72 hours have past (which ever occurs earlier) to ensure that the Directors have had sufficient time to review the issue.
 - 9.6.5.1. The outcome of all electronic motions shall be recorded and included in the minutes of the next directors meeting for all to review.
 - 9.6.5.2. An online vote requires a minimum of 6 directors to have voted to be considered to have had quorum in addition to the restrictions outlined in 9.6.5.
 - 9.6.5.3. In the event a decision needs to be made immediately (less than 72 hours) the issue may be brought to the Executive Committee, and the Executive Committee can vote on it. The vote will require at least 75% of the active Executive Committee members to vote in favor of the motion, for it to be considered passed. The issue must also be presented to the entire Board of Directors via email at the same time so as to provide visibility.
- 9.6.6. Members holding multiple positions on the Board of Directors only receive a single vote.
- 9.6.7. In the event of any vote resulting in a tie, the Chairperson of the meeting shall have a deciding vote.

-- END OF DOCUMENT --