

EAST ZONE BOARD BYLAWS

ARTICLE 1 Official Name

1.1 The official name shall be East Zone Board Inc., hereinafter referred to as "Zone Board" or the "Board of Directors"

ARTICLE 2 Goals and Objectives

2.1 The goal of the Zone Board is to assist community associations and the City of Regina in accordance with the following objectives:

- a) To identify and implement programs and service needs;
- b) To participate in inter-zone and intra-zone activities;
- c) To assist in the future planning of parks, facilities and programs;
- d) To establish operational policies to govern zone activities, consistent with Zone Board Bylaws;
- e) To not be, or become, a politically partisan organization;
- f) To have and enjoy the right to hold in its own name property, both real and personal, and enter into contracts, undertakings and obligations in its own name;
- g) To purchase program equipment as required.

ARTICLE 3 Membership, Fees and Voting

3.1 Membership as a Director on the Zone Board is by election or appointment and open to all those persons residing within the boundaries of the Zone Board as set forth by the City of Regina, and who hold a membership in a community association within the zone;

3.2 There shall be no community membership fee at the zone level unless otherwise determined by the Board of Directors;

3.3 Each member of the Board of Directors as specified in 4.1(a) and 4.1(b) is entitled to one vote at all Zone Board meetings. Board of Director members will not be allowed to vote on financial items which are related to their specific programs;

ARTICLE 4 Administrative Structure

4.1 The East Board of Directors shall consist of up to twenty (20) Directors as specified in 4.1(a) and (b):

- a) Elected Directors: Chairperson, Vice-Chairperson, Treasurer, Secretary, and up to five (5) additional Directors;
- b) Appointed Directors: One (1) Representative from each of the three (3) Community Associations; East Zone Soccer Coordinator, East Zone Skating Coordinator, East Zone Tae Kwon Do Coordinator and East Zone Softball Coordinator. The immediate Past Chairperson is a member of the Board of Directors;
- c) Coordinator Positions: Coordinator Positions shall be assigned by the Board of Directors. The Special Events/Promotions Coordinator, Volunteer Coordinator, Affiliation Coordinator, and Program Coordinator, may be designated from amongst the Board of Directors;
- d) Executive: The Executive shall consist of the Chairperson, Vice-Chairperson, Treasurer, and Secretary;

e) Special Committees: Special committees shall be appointed by the Board of Directors and may include persons other than Directors. The chairperson of each special committee may be designated from the Board of Directors;

f) Budget Committee: The Chairperson, Treasurer, and two other Directors shall constitute this committee and recommend the annual Workplan, Budget, and Objectives to the Board of Directors. The City of Regina Community Consultant shall be a non-voting member of this committee.

4.2 Election, Appointment and Term of Office

a) Elections shall be held at the East Zone Board Annual General Meeting with the Directors assuming office at the conclusion of the meeting;

b) The Chairperson and Secretary shall serve two (2) year terms and be eligible for re-election; the Vice-Chairperson and Treasurer shall serve two (2) year terms and will be eligible for re-election. The chairperson and secretary shall be elected in odd years and the vice-chairperson and treasurer will be elected in even years;

c) The term of office for all other Directors as specified in 4.1(a) and (b) shall be for one (1) year;

d) Appointment of directors as specified in 4.1(b) shall be made at the first meeting of the Board of Directors following the Annual General Meeting;

e) In the event of the resignation of any member of the Board of Directors, inability to serve, or absence without reason for three (3) consecutive meetings and the Zone Board may so appoint a member to fill the vacancy for the remainder of the term;

4.3 Reporting

a) Appointed Directors and individuals holding designated coordinator positions shall report to Zone Board monthly meetings;

b) The affiliate representatives shall present their reports to Zone Board monthly meetings as required, but at least annually.

c) Special committees shall report as required by Zone Board.

4.4 City and Zone Staff shall be entitled to full participation in all Zone Board meetings, but shall not have voting privileges.

ARTICLE 5 Duties of the Officers

5.1 Chairperson shall preside at all Zone Board meetings and represent the zone at public functions. The Chairperson shall be a member of all committees. The Chairperson shall report to the annual meeting on behalf of the Board.

5.2 Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence or inability to act and carry out special assignments as designated by the board

5.3 Secretary shall keep a record of all proceedings of the Zone Board and be responsible for the correspondence.

5.4 Treasurer shall receive all monies payable to the Zone Board and shall be responsible for the deposit of said monies in whatever account as may be ordered by the Zone Board (bank, trust company, credit union).

The Treasurer shall:

a) pay all bills incurred and approved by the Zone Board;

- b) properly account for all funds for the Zone Board and keep such books as necessary or directed;
- c) present a detailed account of all receipts and disbursements to the Zone Board at each monthly or quarterly meeting as designated by the Zone Board;
- d) have prepared an audited financial statement for presentation to the annual meeting.

5.5 Immediate Past Chairperson shall carry out special assignments as designated by the Zone Board.

ARTICLE 6 Meetings

6.1 Board

- a) Monthly meetings of the Board of Directors shall be held at a designated location on a day and time determined by the Zone Board;
- b) A minimum of seven (7) days written notice should be given;
- c) One half (1/2) of the elected and appointed voting members must be present to constitute a quorum at any meeting of the Zone Board. However, if a quorum is not present at the start of a regular or special meeting, the Chairperson, at his/her discretion shall wait fifteen (15) minutes before starting the meeting. At the end of the fifteen (15) minute waiting period, if a quorum is still not present, the Chairperson, with the consent of two-thirds (2/3) of those present, shall open the meeting and conduct the zone's business. All business so conducted shall be binding on the zone.
- d) Any group, association, or individual may request attendance at a monthly Zone Board meeting for the purpose of making a presentation, provided seven (7) days written notice is given.
- e) Any four (4) members of the Board of Directors may request the Chairperson to call a special general meeting of the Zone Board;
- f) The Chairperson may also call special general meetings, provided seven (7) days' written notice is given;
- g) A special general meeting must be called by the Chairperson when requested to do so in writing by at least twenty (20) association members residing within the zone. Those petitioning for the meeting shall be responsible for publicity and all other costs. Fifteen (15) association members shall constitute a quorum for this meeting.

6.2 Annual

- a) The annual general meeting of the Zone Board shall be held each year on a date and at a place as determined by the Zone Board;
- b) A minimum of fourteen (14) days' written notice should be given;
- c) The same rule as in 6.1(c) to constitute a quorum will apply;
- d) All decisions shall be made on the basis of simple majority, except when amending the Bylaws when a two-thirds majority is required;
- e) Voting shall be by secret ballot for election of the executive officers;
- f) Excluding (e) above, all voting shall be by a show of hands, except when a ballot is requested by at least three (3) association members.

6.3 Notice of Meetings - For special general and annual meetings, notice shall be given to association members by means of posters, advertisements, and association newsletters or as otherwise decided by the Zone Board.

6.4 Parliamentary Authority - "Roberts Rules of Order" shall be considered the parliamentary authority for all zone meetings.

ARTICLE7 Fiscal Policy

7.1 The fiscal year shall be January 1st to December 31st.

7.2 The proposed Budget, Work Plan and Objectives for the next fiscal year shall be presented to the Board of Directors for consideration and approval no later than its November meeting.

7.3 The Zone Board shall maintain an account in a financial institution and all expenditures shall be substantiated by receipts.

7.4 All expenditures of more than 100 dollars (\$100) not covered by the budget shall require prior approval of the Zone Board.

7.5 The Zone Board shall appoint up to four (4) signing authorities. The Treasurer may have signing authority if desired.

7.6 Receipts shall be issued for all monies received by the Zone Board.

7.7 The books, accounts, and records of the Treasurer shall be audited at the end of each calendar year (December 31st) or as soon as possible in the new year by a duly qualified auditor.

ARTICLE8 Amendments

8.1 Proposed amendments to the Zone Bylaws shall be presented in writing to the Zone Board.

8.2 Notice to amend the Zone Bylaws shall be included with the written notice for the Annual General Meeting.

8.3 Amendments to the Zone Bylaws may be made only at an Annual General Meeting.

8.4 Proposed amendments to the Zone Bylaws shall be produced in sufficient quantities for the Annual General Meeting.

8.5 A two-thirds majority of community association members present and voting is required to amend the Zone Bylaws.

8.6 The amended Zone Bylaws adopted at the Annual General Meeting shall come into force immediately.

ARTICLE 9 Windup

9.1 In the event of dissolution of a Zone Board, its property and assets shall, after the payment of all liabilities be returned to the City of Regina.