

DEWDNEY EAST COMMUNITY ASSOCIATION

(DECA)

BYLAWS

October 24, 2022

Debbie Crabbe, Chairperson

Dennis Kaminsky, A/Secretary

DEWDNEY EAST COMMUNITY ASSOCIATION BYLAWS

AS APPROVED BY THE MEMBERS OF THE DEWDNEY EAST COMMUNITY ASSOCIATION on October 24,2022

Article 01: Name

1.1 General

1.1.1 The name of this association is “Dewdney East Community Association Inc.”, hereafter referred to as the “Association” or “DECA”.

1.1.2 Boundaries of the Association shall be as determined by the City of Regina. (See www.regina.ca)

Article 02: Interpretation

2.1 “Member” shall mean an individual admitted to membership in accordance with the provisions Article 06: Membership.

2.2 “Fiscal Year” shall be September 1 to August 31 and may be changed by the DECA Board.

Article 03: Authority for Establishment and Operation

3.1 General

The Association is established under The Non-Profit Corporations Act of Saskatchewan.

Article 04: Purpose of the Operation

4.1 General

4.1.1 Vision

To make the Dewdney East Community one of Regina’s most inclusive and safe neighborhoods, where the well-being of the individual and the community are the priority by providing a variety of programs at reasonable cost to members of the community.

4.1.2 Mission

To build community partnerships that will improve the quality of life (within the Dewdney East Community) through public engagement, proactive governance and equal representation.

4.1.3 Values

Responsive - Accountable – Informative - Collaborative - Fun – Caring - Community Pride

4.1.4 Statement of Mutual Respect – Shall be read after the Call to Order at each Annual General Meeting.

Progressive associations are based on the principle that everyone in our society deserves dignity, equality and respect. With this statement, we agree that all members of the Dewdney East Community Association (DECA) will engage in behaviors that actively promote the dignity and self-esteem of other members, and that we will refrain

from creating an environment that is abusive or humiliating to those who choose to participate in our meetings and activities. Mutual respect, cooperation and understanding are our goals

Article 05: Objectives

The objectives of the Association shall be:

5.1 Identify local sport, cultural, and recreational needs in its broadest sense and make provisions to fulfill these needs.

5.2 Coordinate volunteers in conducting local sport, cultural, and recreational programs.

5.3 Provide a means of communication to Association area residents.

5.4 Evaluate programs and their worth to the community.

5.5 To align with the strategic priorities and plans of the City of Regina and to work with the City of Regina, Parks and Recreation Department, and the East Zone Recreation Board to improve and institute sport, cultural, and recreational facilities and services within the community.

5.6 Effectively administer all Association funds for the betterment of sport, culture, and recreation within the community.

5.7 To operate and administer social events for the community.

5.8 To examine any matters which could affect the residents of the Dewdney East Community Area in any cultural, economic, environmental, or political way.

Article 06: Membership

6.1 Community Memberships

6.1.1 Community Membership in the Association shall be open to all individuals and families residing within the boundaries of the Dewdney East Community Association.

6.1.1.1 Family is all closely related individuals living at the same address.

6.1.2 Subject to such items and conditions as set forth in the bylaws, any eligible applicant may become a member of the Association following the payment of such fees as the Board may determine.

6.1.2.1 The exemption to the payment of fees is that all board members will be granted a free membership to the Dewdney East Community Association.

6.1.3 Community Members of the Association have the right to attend and speak at Board meetings.

6.1.4 With due process, if a member's good standing as stated in Article 6.1.1 and 6.1.2 is in question, that member's membership may be revoked by board motion.

6.1.5 Community Members of the Association have a right to vote on each motion and resolution placed before an Annual General Meeting.

6.1.5.1 Such vote shall be on the basis of one vote per Community Membership, ie. A Family Membership entitles all members of the family to participate in Community Programs, but only exercise one vote at Community Meetings. The only exception will be for Board Members, who are entitled to one vote per member on the Board.

6.1.6. Community Members shall be accorded the full privileges of the Association as recorded in the bylaws as administered by the Board.

6.1.7 Only Community Members, in good standing as stated in Article 5, are eligible to be elected to the Board.

6.1.8 Community Members of the Association may participate in all Association activities subject to program availability.

6.2 Program Only Memberships

6.2.1 Program Only Memberships shall be open to any individual or family outside the boundaries of DECA to participate in DECA Programs.

6.3 Reciprocal Memberships

6.3.1 Members of the Association may participate in the programs of other Associations in the City of Regina through reciprocal agreements.

6.3.2 Members of other Community Associations may participate in the programs of the Association subject to program availability.

6.4 Term of Membership

6.4.1 The term of membership will commence September 1st annually, and expire at the end of each fiscal year, namely August 31st annually.

6.5 Membership List

6.5.1 An updated membership list will be maintained electronically.

6.6 Membership Fees

6.6.1 Shall be determined by the Board from time to time and approved by the members at the next AGM.

6.6.2 Will be payable on the first day of the new fiscal period, i.e. September 1st annually or thereafter, up to the end of the fiscal year ending August 31st.

6.6.3 Individuals, who become members of the Association subsequent to the first day of the fiscal period, will pay full annual membership fees for the fiscal year in which they joined.

6.6.4 Membership fees must be paid before individuals are allowed to register in any Dewdney East Community Association programs.

6.6.4.1 The exemption to the payment of fees is that all board members will be granted a free membership to the Dewdney East Community Association. (see also 6.1.2.1)

6.6.5 Refund, rebate or adjustment of membership fees will be made at the discretion of the treasurer with the approval of the Board.

Article 07: Organization

7.1 Board

7.1.1 The Board shall consist of the Chairperson, Vice Chairperson, Secretary, Administrator/Treasurer, Preschool Coordinator, Special Events Coordinator, Memberships Coordinator, Program Coordinator, Communications Coordinator, and up to 4 Members at Large.

7.1.2 The Board may appoint Directors to oversee specific committees, as necessary for the effective function of the Association.

7.1.3 The Board shall have full authority over the affairs of any committee and may establish new committees or dissolve old committees.

7.1.4 Committee members may include persons other than Directors. The Board Chairperson shall be an ex-officio member of all committees.

7.1.5 Any Board Member that also holds a paid DECA position shall reclude themselves from Board discussions of that position and excuse themselves from voting in matters that directly affect that employment.

7.1.6 The affairs of the Association shall be managed by the Board. They shall have full power to conduct the affairs of the Association and may delegate to committees of the Association such duties and powers as required.

7.1.7 One member of the Board shall attend East Zone Board meetings.

7.2 Elections

7.2.1 Elections for the Board shall be at the Annual General Meeting with the new Board assuming office at the adjournment of the Annual General Meeting.

7.3 Attendance

7.3.1 Board members that fail to attend three (3) unexcused, consecutive Board meetings may be asked to resign.

7.4 Duties of the Executive Officers

7.4.1 The duties of each Executive office position shall be defined as and not limited to the following:

7.4.1.1 Chairperson

The Chairperson shall preside at or appoint someone to chair at all Board Meetings and at all Executive meetings and shall represent the Association at public affairs. The Chairperson may be involved in other duties as designated from time to time by the Board.

7.4.1.2 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence or inability to act. The Vice-Chairperson, shall assume the duties as determined by the Board. In addition, this

position serves as a parliamentary role and is responsible for ensuring that the rules of order are followed.

7.4.1.3 Secretary

The Secretary shall keep a record of the proceedings of the Board meetings and Annual General Meetings. The Secretary shall write correspondence as directed by the Board, keep on file all important papers, generate Annual Report, and distribute minutes of meetings to all Board Members.

7.5 Other Board Members

7.5.1 Administrator/Treasurer

7.5.1.1 The Administrator/Treasurer shall be responsible for general administrative duties, in conjunction with other Board Members, to ensure the successful provision of programs and services to the Dewdney East Community Association.

7.5.1.2 The Administrator/Treasurer shall oversee the budgeting, reporting, management and review of the financial affairs of the organization and report to the Board. The Administrator/Treasurer shall be responsible for obtaining the Audited Review of the Financial Reports to be presented at the Annual General Meetings.

7.5.1.3 The Administrator/Treasurer shall be one of the signing officers for the bank accounts.

7.5.1.4 The Administrator/Treasurer has the responsibility of leading the development of financial policy with the approval of the Board.

7.5.2 Preschool Programmer

7.5.2.1 The Preschool Programmer is responsible for the organization and administration of the preschool program offered through the Dewdney East Community Association.

7.5.3 Special Events Coordinator

7.5.3.1 The Special Events Coordinator is responsible for the organization and administration of special events, dinner meetings, and other events offered through the Dewdney East Community Association.

7.5.4 Program Coordinator

7.5.4.1 The Program Coordinator works with the Administrator in investigating and coordinating the development of new community programs that may be of interest to our community, and that can be coordinated and offered through the Dewdney East Community Association. The Program Coordinator shall be the Director of the community Garden Committee.

7.5.5 Membership Coordinator

7.5.5.1 The Membership Coordinator works with the Administrator with respect to the printing and distribution of annual membership cards, the collection of membership fees and the maintenance of the membership lists.

7.5.6 Communications Coordinator

7.5.6.1 The Communications Coordinator works with the Administrator for maintenance of website, online registration and social media communications, preparing, printing and distributing the semi-annual newsletters. The Communications Coordinator shall be the Director of the Sign Committee.

7.6 Board Member Vacancies

7.6.1 The Members of the Board have the authority to fill any Board vacancies as needed between Annual General Meetings. Such vacant positions shall be offered first to any current Board Members and then to any interested Community Members.

7.7 Seniority List and Potential Candidates

7.7.1 A seniority list of continuations of active membership on the board shall be maintained by the secretary and will be updated annually at the AGM.

7.7.2 Any position on the board shall be filled first by members of the seniority list with a vote of existing board members from the previous year.

7.7.3 Any position not filled under 7.7.2 shall be open to election from the general membership provided they have submitted their names as candidates.

7.8 Termination of DECA Employees

7.8.1 Any person who is an employee of DECA cannot be terminated without a 75% in favor vote from the board seeking the person's termination.

Article 08: Meetings

8.1 Annual General Meeting (AGM)

The business of the AGM shall include:

8.1.1 Audited financial statements or an Auditor's Review of the financial records of DECA presented by the Treasurer;

8.1.2 Any business concerning the Association;

8.1.3 Elect executive for the up-coming year. An executive shall be any mentally competent person who is at least 18 years of age and who is not bankrupt;

8.1.4 All members may attend an AGM and it will be chaired by the Chairperson, or in absence, the Vice-Chairperson or Secretary;

8.1.5 Shall be held on a date and place to be determined by the Board no later than four (4) months after the fiscal year end;

8.1.6 Membership must be notified no less than fifteen (15) days of the date of the AGM. Special business shall be part of the notification, if any;

8.1.7 Presentation of discussion of resolutions directed to the Board;

8.1.8 Decisions on whether the vote shall be by public show of hands or by secret ballot shall be made at the commencement of the AGM.

8.2 Special General Meeting

To be held in accordance with the bylaws at the request of:

8.2.1 The Board;

8.2.2 Upon written request, signed by not less than ten (10) Association members;

8.2.3 The Board must determine a time and place and declare the reason for the meeting with adequate notice given to the membership.

8.3 Board Meetings

8.3.1 Shall be held regularly, a minimum of six (6) times per year, or at the request of the Chairperson, or upon written request of a majority of the members of the Board, to transact normal business matters of the Association.

8.4 Committees

The Board reserves the power to establish committees, in addition to the standing committees of Community Gardens and Signs, as needed with appropriate terms of reference.

8.4.1 Community Gardens Committee

8.4.1.1 The Community Gardens Committee is responsible for maintenance of the community gardens program to ensure gardeners are contacted, contracts completed, keys distributed and returned, and oversees the garden plots to ensure gardens are properly maintained. The Community Gardens Coordinator is provided a complementary garden plot for their time and efforts in this program.

8.4.2 Signs Committee

8.4.2.1 The Signs Committee is responsible for maintenance of the Dewdney East Community signs, updating information as directed by the board on a periodic basis.

8.5 Quorums

8.5.1 Annual General Meetings and Special General Meetings: quorum shall consist of at least six (6) board members.

8.5.2 Board Meetings: quorum shall consist of a simple majority of the Board that includes at least 1 Executive Officer.

8.5.3 If within fifteen (15) minutes from the time appointed for the meeting a quorum is not present; the meeting will be rescheduled to a later date.

8.6 Procedure of Meetings

8.6.1 The most recent version of “Kerr and King’s Procedures for Meetings and Organizations” shall be the parliamentary authority of this Association.

Article 09: Advertising

9.1 Advertising in the Dewdney East Community Association newsletter, website and signs shall be at the discretion of the Communications Coordinator and the Board in terms of layout, content, price and available space.

9.2 Free advertising will be provided to the City of Regina and affiliated programs, including the East Zone Board and its affiliated programs.

9.3 All advertising shall be at the sole discretion of the Board and shall be within the policy guidelines established by the Board.

Article 10: Insurance

10.1 The Association will purchase appropriate property liability and Director and Officer insurance. The Board is responsible for keeping this insurance up to date.

Article 11: Amendments

11.1 The bylaws shall be reviewed annually by the Board. The Chairperson, or designate, will lead this Board task.

11.2 Bylaws may be made and amended by the Board throughout the year, but final member approval is required at an AGM before the amendments take effect.

Article 12: Dissolution

12.1 Upon the possibility of dissolving the Association, the Board reserves the right to determine the disbursements of its assets in accordance with statutory law

12.2 Dissolution of the Association must be passed by special resolution at a special meeting of members held for this purpose or at an AGM.

Article 13: Amalgamation

13.1 The amalgamation of the Association must be passed by special resolution. Two-thirds of the Board Members must vote in favor of the amalgamation.

Article 14: Records

14.1 The Board shall ensure that an adequate set of records shall be kept by the appropriate Board Member that includes:

- Articles of incorporation
- Bylaws, policies and all the amendments
- Minutes of the meetings, all resolutions, Annual General Meeting reports
- A register of members entitled to vote
- Financial and insurance records.

Article 15: User Groups

15.1 The Board shall ensure that user groups who are operating under the Dewdney East Community Association, (DECA) shall conduct themselves in appropriate manners respecting public and private property and follow the policies and bylaws of DECA.