

Brevoort Park Community Association

Revision: June 2014

Brevoort Park

COMMUNITY ASSOCIATION INC.

ARTICLES OF INCORPORATION

And

BYLAWS

1	Incorporation Date	November 4, 2014
2	Continuation Revision	Revised: June 2014
3	Approval Date	Membership Approved: <i>Sept 6, 2014</i>
4	Articles of Incorporation Section	
5	Bylaws Section	Corporation Number 290050

These Governance Documents are enacted in the City of Saskatoon, Province of Saskatchewan by the Brevoort Park Community Association Board of Directors on this day.

Signed by: *[Signature]*
 President

Witnessed by: *[Signature]*

Brevoort Park

COMMUNITY ASSOCIATION INC.

ARTICLES OF INCORPORATION

And

BYLAWS

Revised: May 2014

Membership Approved: May 14, 2014

Corporation Number 290050

These Governance Documents are enacted in the City of Saskatoon, Province of Saskatchewan by the Brevoort Park Community Association Board of Directors on this day.

Signed by: _____
President

Witnessed by: _____

REVISION HISTORY

Revision	Description	Date
1.	Incorporation Date	November 4, 1976
2.	Constitution Revision	January 3, 1984
3.	Financial Policies and Procedures	May 2014
4.	Articles of Incorporation Revision	May 2014
5.	Bylaws Revision	June 2014
6.		
7.		

CONSTITUTION – INDEX

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Section 1.0 Articles of Incorporation

Article One - Name of the Corporation

The name of this association shall be the **Brevoort Park Community Association Inc.**

Article Two – Municipality of Registered Office

Saskatoon

Article Three– Class of Membership

- 3.1 Resident membership shall be open to any individual, family or household whose principal residence, resides within the boundaries of the Association or whose children are attending Brevoort Park School or St Matthew's School, and upon payment of (any) required fees and have the right to a vote.
- 3.2 Non-Resident membership shall be open to any individual or family whose principal residence, resides outside the boundaries of the Association, upon approval of the Board of Directors and payment of (any) required fees and have the right to a vote.

Article Four – Right to Transfer Membership Interests

None

Article Five – Number of Directors

Minimum of (5) Maximum of (25)

Article Six – Type of Corporation

The corporation is a Saskatchewan Charitable Corporation.

Article Seven – Restrictions

The Corporation restricts its activities to those which are in furtherance of its objectives. The objectives of the Corporation shall be to encourage and to act as a coordinating body for community activities in the Brevoort Park area including sports, recreation and culture, to be actively involved along with the residents of Brevoort Park in these activities and to foster a spirit of cooperation and good sportsmanship in the community.

Article Eight – Dissolution of the Corporation

- 8.01 Upon dissolution of the liquidation of the corporation, all the remaining assets of the corporation after payment of all debts and liabilities shall be donated to;
 - a.) A charitable corporation
 - b.) A registered charity within the meaning of the income tax act (Canada)
 - c.) A municipality
 - d.) The government of Canada or a government of any province or an agency of any of those governments

- e) Any combination of the bodies described in clauses A to D
- 8.02 Any motion towards dissolution must meet the requirements in accordance to the Non-profits Corporations Act.

Article Nine – other provisions, if any:

- 9.1 A Director is required to be a member of the Corporation
- 9.2 Except in the case of first by-Laws after continuance, all by-laws shall be made, amended and repealed by the members in the general meeting.
- 9.3 A director shall not be remunerated solely in recognition of holding such office.

BYLAWS of the Association

Preamble:

- a. Interpretation - In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Board shall be final and conclusive.
- b. Any work or expression used but not defined has, unless the context otherwise requires, the same meaning as the not-for-profit corporations act.
- c. The Brevoort Park Community Association Inc. may hereinafter be called either "The Association" or "BPCA".

Bylaw 1: Boundaries

- 1.01 The boundaries forming the Brevoort Park Community Association includes the area bordered by Taylor Street on the south, Preston Avenue on the west, Eighth Street on the north, and Circle Drive on the east.
- 1.02 The Community Association permanent address is;
3130 Laurier Dr.
Saskatoon, Saskatchewan
S7L 5J7

Bylaw 2: Activities of the Corporation

- 2.1 Objectives:
 1. To promote community spirit and growth by providing sport, culture and recreational, programs that enhance the well being of residents in conjunction with;
 - a) Local area residents
 - b) The City of Saskatoon Community Services Department
 - c) The Public and Catholic School Boards
 - d) Community Business, organizations and Agencies

Bylaw 3: Membership

- 3.01 Classes of Memberships
 - A) Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to three adults and their immediate children less than 18 years of age that resides within the boundaries of the Association or families that attend Brevoort Park School or St Matthew's School and payment of any prescribed fees.
 - b) Non-Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to three adults and immediate children less than

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- 18 years of age that resides outside the boundaries of the Association, upon approval of the Board of Directors and payment of any prescribed fees.
- 3.02 Resident Members in good standing shall be given priority to participate in association activities over non-resident members and other neighbourhood participants. Non-Resident members shall be given priority over other neighbourhood participants.
- 3.03 Board member in good standing or one immediate family member of a board member in good standing will be provided with free registration in one BPCA organized class per registration session within the BPCA-organized program offered, as long as the class is not full. Paying members and non-members take priority.
- 3.04 Membership fees shall be paid throughout the year and expires upon completion of the AGM. These fees may be set annually by the Board and the approval of the membership at a General Meeting.
- 3.05 Memberships shall be valid from September 1 to AGM of next year.
- 3.06 Any individual or family that has paid the required fee shall be considered a member in good standing. A member in good standing is entitled to the rights and privileges of the Association, including holding office.
- 3.07 Members in good standing shall be given priority to participate in association activities over non-members.
- 3.08 Membership fees paid are not refundable or transferable.
- 3.09 Board members will be granted a membership or if applicable reimbursed for their membership fee for the duration of their term while on the board.

Bylaw 4: Board of Directors

- 4.01 The Business of the Association shall be managed by the Board of Directors elected duly on a rotation basis at the Annual General Meeting (AGM) from the membership of the Association and shall consist of not less than 5 or more than 25 directors.

Even Years	Odd years
President	Vice President
Treasurer	Secretary
Indoor Program Coordinator(s)	Communications Coordinator(s)
Outdoor Sport Program Coordinator(s)	Membership Coordinator(s)
Rink Coordinator(s)	Member at large (2)
Member at Large (1)	Event Coordinator
	Past President (Non-Elected)

- 4.02 A maximum of two (2) non-resident members may hold an elected office.
- 4.03 The Board of Directors shall form a three member executive body consisting of the following positions to conduct business of the Association in extra ordinary circumstances.
- a. President
 - b. Treasurer
 - c. Secretary
- 4.04 Any position may be a co-position / shared position, each board member has 1 vote.
- 4.05 The following shall be ex-officio to the Board of Directors; with the exception; they shall not move or second a resolution and has no vote.
- a. The City of Saskatoon Community Services Department Community Consultant
 - b. The Brevoort Park Community School Coordinator
 - c. Ecole St. Matthew School Community School Coordinator.

Bylaw 5: Powers of the Board

- 5.01 The Board of Directors shall have power to do all things necessary for the successful operation of the organization and be empowered to:
- a) Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well being and advancement of the objectives of the Association.
 - b) Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association.
 - c) Suspend from the association any member who is found to be acting in contravention of the objectives of the association, articles of incorporation or bylaws, or for discreditable conduct.
 - d) Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next Annual General Meeting, at which time an election can be made to fill the position for the remaining term of office.
 - e) Ensure the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis.
 - f) The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
 - g) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
 - h) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary
 - i) Provide bylaws as a supplement to the Articles of Incorporation where deemed necessary
 - j) The duties and responsibilities of all Board of Directors (Addendum #1) should be reviewed on an annual basis, prior to the fall annual meeting, and be revised as required.

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- 5.02 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association, and to promote its objectives.
- 5.03 The Directors may appoint members in good standing where necessary to be responsible for specified committees or duties.

Bylaw 6 – Election of Board of Directors

- 6.01 A Director may hold the same office for two or more consecutive terms.
- 6.02 Board terms shall not end until the end of the AGM.
- 6.03 All members in good standing at the time of the Annual General Meeting shall be eligible to take office or be a candidate for office.
- 6.04 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 6.05 Nominations of candidates shall be in accordance with generally accepted rules of order.
- 6.06 A nominating committee of three should be appointed by the Directors 60 days prior to the Annual General Meeting.
- 6.07 The nominating committee shall endeavor to identify at least one nominee for each position vacant on the Board. Nominations will also be accepted from the floor at the Annual General Meeting
- 6.08 All attempts will be made to secure a Board of Directors and membership of the Associations that is representative of the cultural demographics of the Brevoort Park Community.

Bylaw 7 - Meetings

- 7.01 There shall be at least one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held in the month of September.
- 7.02 The AGM is open to Association members in good standing and all residents within the Association's designated boundaries.
- 7.03 The order of business for the Annual General Meeting shall be as follows:
 - a) Call to order and acceptance of Agenda.

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- b) Minutes of the previous Annual General Meeting to be read and adopted.
 - c) Business arising from minutes of previous Annual General Meeting.
 - d) Correspondence.
 - e) Reports of the Coordinators and Committees.
 - f) Election of Officers.
 - g) New Business.
 - h) Adjournment
- 7.04 Quorum at general meetings is deemed to be not less than 40% of sitting Directors.
- 7.05 Special meetings of the Association shall be held in the following circumstances:
- a) When deemed advisable by the Board of Directors
 - b) When requested in writing by not less than twenty-five percent (25%) of the sitting Board of Directors.
 - c) When requested in writing by not less than ten percent (10%) of association members in accordance with section 127 points 5 and 6 of the Saskatchewan Non Profit Corporations Act.
 - d) Quorum at a special meetings of the Association is deemed to be not less than 40% of sitting Directors and two other association members
- 7.06 General or Special meeting notice shall be published not less than fifteen (15) and not more than thirty (30) days after receiving the request. The notice may take the form as a notice in the Association newsletter and or other public/social media as deemed necessary.
- 7.08 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 7.09 In addition to the AGM the Board of Directors shall hold a minimum of six (6) meetings per annum.
- 7.10 Board of Directors meetings (General Business) shall be open to general attendance, however only the Board members may present motions and vote.
- a) All business transacted at meetings, necessary to the day to day operation of the Association, is deemed to be general business.
 - b) All Board members shall be notified of every meeting in hard or electronic or other means with at least two (2) days' notice.
 - c) The Board at any meeting may decide to hold further regular meetings by adopting a resolution stating the day; hour and place of the regular meeting and no further notice of those meetings shall be required.
 - d) The Board may waive notice of a meeting by his or her attendance at a meeting or, if not in attendance by stating so by hard or electronic or other means.
 - e) The president of his/her designate shall preside at meetings of the Association, and at the meetings of the Board.

- 7.11 No special business may be transacted at a meeting of members unless the notice of the meeting states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.

Bylaw 8: Voting:

- 8.01 Amendments to the Articles of Incorporation must be passed by at least 2/3 majority of the members present. Bylaws are passed by a simple majority.
- 8.02 The Association, may, by special resolution at a general or special meeting of the members called, remove any Board member from office in accordance with section 127 points 5 and 6 of the Saskatchewan Non Profits Corporations Act.
- 8.03 Quorum at Board (Business) meetings of the Association is deemed to be not less than 40% of sitting Directors.
- 8.04 Each Association member is entitled to only one vote on each question, even if they may be entitled to more than one vote.
- a) Voting at a meeting shall be by show of hands except where a ballot is demanded by one (1) member.
 - b) Proxy votes will be allowed.
 - c) E-mail vote will be allowed.

Bylaw 9: Financial

- 9.01 All fees, revenue and grants payable to the Association shall be kept in an account kept in the name of the Association at such a bank as the Board may determined and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 9.02 The Board of Directors may set fees for activities and programs sponsored by the Association.
- 9.03 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures, one of which must be President or Treasurer. The signers cannot be related to each other.
- a) The treasurer shall cause to be kept, proper records and accounts of all transactions.

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- b) The financial statements shall be prepared within two months after the financial year end and the directors shall meet to approve the financial statements and shall evidence their approval by the signature of the treasurer and the president.
 - c) A copy (hard or electronic) of the financial statement shall be available to each member in good standing upon request.
 - d) A yearly written report of the reviewed financial activities of the Association shall be presented each year in accordance with the Saskatchewan Corporations Act 1995.
 - e) A monthly, written financial statement should be presented at each meeting of the Board of Directors.
- 9.04 All property of the Association shall be the responsibility of the Board and the executive shall see that a correct inventory of property is kept.
- 9.05 The fiscal year of the Association shall be July 1, to June 30.
- 9.06 The Board shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Board or related to a Board Member. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM.
- 9.07 In exceptional circumstances members of the Board of Directors may expend up to \$100.00 and then submit receipts to the treasurer without prior approval.
- 9.08 Purchases over \$1000 will be required to obtain 2 quotes and the quotes will be provided to the board of directors for approval.
- 9.09 Purchase over \$5000 must be taken to the general membership for approval.
- 9.10 The Board of Directors shall establish policies and procedures for reimbursement of fees where necessary.

Bylaw 10– Pledging of Credit

- 10.01 No coordinator or any member of the Association shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association wherein the Association is or will be obligated for a sum that has not been approved by the Board of Directors and or membership were applicable.

Bylaw 11 – Cooperation with other Associations/Agencies

- 11.01 The Association shall cooperate with other Associations in the City of Saskatoon having similar duties and powers and may do such things as are not inconsistent or in conflict

with provisions of the Articles of Incorporation or Bylaws that it considers necessary in cooperating with those associations.

11.02 The Association shall honor other association memberships.

11.03 The Association should, where deemed necessary, subsidize the activity fees of community association members.

Bylaw 12 – Amendments to Articles and Bylaws

12.01 The Board of Directors may, by resolution, make, amend, or repeal any bylaws or policies that regulate the activities of the Association.

- a) All resolutions enacted will be brought forward to the membership at the next AGM for ratification.
- b) Resolutions failing ratification will be null and void and the preexisting resolution will be reinstated and adhered to.
- c) Except in the case of the first bylaws, every bylaw, amendment or repeal thereof shall state an effective date.
- d) There may be a bylaw or amendment to the bylaws or a repeal of a bylaw proposed at a meeting of the members, where no notice has been given of the making, amendment or repeal provided that there is a quorum at the meeting and there is a unanimous consent to hear the matter. It is not required that any vote is unanimous, but the other provisions dealing with voting shall apply.

12.02 Proposed amendments to the Governance Documents must be in writing and presented to the Board of Directors not less than twenty (20) days prior to the Annual General Meeting. Full details of the amendments must be made available through the notice of the meeting.

12.03 Articles of Incorporation amendments shall receive at least 2/3 majority of the votes cast.

12.04 No amendment to the Articles of Incorporation is effective until the corporation has filed the Article of Amendment with the Corporation Branch.

Bylaw 13 – Disputes and Liabilities

13.01 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Executive shall be final and binding.

13.02 No member of the Board of Directors or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

Bylaw 14: Dissolution of the Association

- 14.01 In the event of a liquidation or dissolution of the Associations remaining property, after payment of all debts and liabilities, shall be distributed to one or more recognized charitable organizations in Canada as may be decided by the Association in a general meeting.
- 14.02 Any motion which would authorize dissolution of the Association must be approved by $\frac{3}{4}$ majority of eligible voters present before it can be implemented.
- 14.03 In the event that dissolution is approved, a panel of at least three (3) trustees must be appointed to oversee the wind up of all outstanding financial affairs of the Community Association in accordance with the following guidelines:
- (a) The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts for which the Association may be accountable.
 - (b) Assets such as sports equipment acquired with major financial assistance from another organization shall revert back to that organization if it is still in existence.
- 14.04 Any motion for dissolution requires at least ninety (90) days' notice and publication in at least three (3) newsletters.

Policies and or Procedures (see attached)

	POLICIES & PROCEDURES
	TITLE: COST AS A BARRIER POLICY
Brevoort Park Community Association	DATE REVISED: DATE EFFECTIVE:

The Brevoort Park Community Association (herein called the Association) presently subsidizes all programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burden.

Purpose

To ensure all members of the Neighbourhood have the opportunity to access programs offered by the Association despite financial constraints.

Policy

The Association will review all request for assistance brought forward by families wishing to participate in activities sponsored by the Association. This will be done in a confidential manner with involvement by the president and one other executive member.

Procedures

Information on the cost as a barrier policy will be included in the newsletters distributed immediately prior to the fall and winter registrations.

Individuals who are requesting support through the cost as a barrier program may be required to complete the attached request form. This form will be available through the indoor coordinator or president.

The request for financial support will be reviewed by the appointed individuals and recommendations made to the community executive at the next available meeting and a decision made at that time.

Financial support will be considered for families whose annual income is within the Low Income Cut off (LICO) as directed by the City of Saskatoon guidelines.

The community association will provide support to include the waiving of the fee for the program. Families will still be required to purchase an Association Membership.

Through this initiative, the community association may fund one program per person, per session.

This policy will be reviewed annually in October, to review the Cost as a Barrier funding provided by the City of Saskatoon and determine if the policy or procedures should be modified accordingly.

SAMPLE - Newsletter Ad

The Brevoort Park Community Association is sensitive to the needs of families facing financial hardship and in an effort to ensure everyone who wants to participate in a Community Association Program, may partially or fully fund participation fees in various community activities. If you know of an adult or child who wishes to attend a program the Association may be able help by contacting the Community Association Indoor Coordinator or President. Please note that Association membership is not included and must be purchased.

City of Saskatoon Leisure Access Program

This program is offered through the City of Saskatoon Community Services Department and is designed to address the needs of low-income residents within the city. Saskatoon residents who fall below the low-income-cut offs (LICO) as outlined on the application form are eligible to receive a one-year leisure card which will provide unlimited access to all drop-in activities (i.e. drop-in fitness and aqua fitness, public swimming, open gym and weight rooms, public skating (Cosmo arena only) at any of the indoor leisure centre's, outdoor pools, and the Terry Fox Track. Residents who qualify for the program may also sign up for one resisted program free of charge per calendar year.

Application forms are available at all City of Saskatoon Civic Centre's. For more information please call 306-975-3383.

	<p>POLICIES & PROCEDURES</p> <p>TITLE: Personal Information Protection and Electronic Documents Act (PIPEDA Privacy Legislation).</p>
<p>Brevoort Park Community Association</p>	<p>DATE REVISED: DATE EFFECTIVE:</p>

We respect the need for privacy and have created and implemented the policies and procedures required by organizations to ensure issues are addressed. This document is to ensure our compliance under the privacy requirements of PIPEDA which is the Personal Information Protection & Electronic Documents Act (Privacy Legislation).

Sharing of Information

The Community Association will share only pertinent information with coaches and parents in order to meet the requirements of program registration.

Personal information is shared with the Membership Director of the board of the Community Association, and the program leaders as dictated by their program participants.

Community Association Principles

- **Consent** – we require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information.
- **Access** – upon request, we will give you access to your personal information collected by the Community Association.
- **Safeguards** – we will protect your personal information through appropriate storage, policies, and safeguards.
- **Purposes** – we will always provide the purposes for which your personal information is to be used or disclosed.
- **Limits** – we will limit the collection of your personal information to the purposes outlined to you.
- **Retention** – we will retain your personal information only as long as necessary to fulfill identified purposes.

By enrolling your child or yourself in a Community Association program(s); you are hereby giving consent to the collection, use and disclosure of personal information as needed.

	POLICIES & PROCEDURES
	TITLE: Communication & Advertising
Brevoort Park Community Association	DATE REVISED: DATE EFFECTIVE:

The Brevoort Park Community Association (Herein called the Association or BPCA) accepts both paid and unpaid advertising to be included within their communications materials.

Purpose

To provide guidelines for the Communications Coordinator and Association Executive regarding advertising in the Association newsletter, website and social media

Policy

Advertising Costs

1. Advertising costs for the Association Newsletter are outlined as follows:

	Present Ad Cost
Business Cards	\$ 25
¼ Page	\$ 50
½ Page	\$ 75
Full Page	\$ 100

2. The Association Newsletter will include advertisements to a maximum size of up to 75% of content pages.
3. The Association may feature advertisements on the Association webpage or social median in a specially and clearly designated space which does not obscure content.
4. Advertising cost for the Association webpage or social media will be market – based or negotiated between the advertising party and the Association,
5. When it is determined that a change in advertising costs is required, a letter or email will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the change.
6. Neighbourhood Schools, the City of Saskatoon and not-for-profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with their resources such as the use of their facilities.
7. Advertising opportunities will be open to all parties with the exception of those outlined below.

Political & Ethical Advertising

1. The Association will not support the inclusion of political advertising for the purpose of civil, provincial or federal electoral campaigns.
2. Following an election, the Association may publish information in the Association newsletter or social media which identifies the recently elected City councillor and or local political representatives contact information as requested.
3. A link to the appropriate email, website or social media of a local political representative may be included on the Association website or social media.
4. The Association will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
5. The Association reserves the right to refuse any material submitted to the Association.

Procedures

All advertisements submitted must be approved by the Communications Coordinator.

If the Communications Coordinator is unsure of any advertising submissions, he/she may take the item to the Board of Directors (BOD) for review to determine a final decision regarding inclusion within the newsletter.

In the case of disputes between the Communications coordinator and potential advertisers, the Board will provide the final decision on any submission.

ADDENDUM #1

Brevoort Park Community Association:
Board of Directors Job Descriptions

President

1. Responsible for overall operation of the Association.
2. Shall supply leadership for all members.
3. Shall see that all meetings are carried out in an orderly fashion.
4. Shall see that all executive members are given the support and guidance required to carry out their assigned duties.
5. Shall be an ex-officio member of all committees.
6. Is the official spokes person for communication inquiries (e.g. media requests)

Vice President

1. Unless bound by other commitments, shall assist the President as required.
2. Shall take over the duties of the president when asked or in the inability of the president to do so.

Secretary

1. Responsible for all mailings, agendas, and informing executive members of meetings.
2. Shall cause to keep and accurate record of all activities and meetings of the members.
3. Shall send out and receive all correspondence relating to the affairs of the Association.

Treasurer

1. Responsible for the financial affairs and payment of bills of the Association.
2. Responsible for the keeping of all financial records of the Association.
3. The Treasurer shall keep the Board of Directors informed of the financial position of the Association on a monthly basis.
4. The Treasure shall provide an annual financial statement and a budget for the current season at the annual general meeting.
5. Shall ensure that an annual review, as required in the By-Laws, is carried out within 30 days of the year end.
6. Shall oversee the application for funding through the rink Operating or Improvements grants from the City of Saskatoon or possible other agencies.

Past President

1. Unless bound by other commitments, shall assist the executive as required.

Members at Large (MAL) Duties

2. All MALs will report on a monthly basis at the General Business Meeting related to assigned duties.
3. All expenditures must be approved by motion at a General Business Meeting.
4. Project coordinators may be appointed by the Board of Directors for a term of 1 year to carry on special activities of the Association.

Indoor Co-ordinator(s) Duties

1. Shall make arrangements for all registration nights.
2. Shall access services of the Community Services Department for programs and shall make facility bookings for all registrations, meetings and programs.
3. Shall recruit and pay all program instructors.
4. Shall make all programs grant applications and will issue follow-up reports where required.
5. Shall present a report at the conclusion of each program session.
6. Shall enact supervision all indoor programs.

Assistant Co-ordinators

1. Shall assist the program or event coordinator as directed.
2. Shall oversee the maintenance, repair and replacement of all equipment required.
3. Shall assist as required, all program supervision.
4. Shall take a detailed inventory of all equipment on a yearly basis, and where required, prepare a budget/estimate of new or replaced equipment.

Outdoor Co-ordinator(s) Duties

1. Shall oversee the coordination of outdoor activities as determined by the Board of Directors which include but may not be limited to the rink, sports fields, parks and playground, etc
2. Shall oversee all bookings of fields, facilities for all outdoor programs.
3. Shall oversee all equipment and uniforms from teams.
4. Shall maintain a detailed inventory of all outdoor equipment on a yearly basis, and where required, prepare a budget/estimate of new or replacement equipment.
5. Shall oversee the maintenance, repair and replacement of all outdoor program equipment.
6. Shall act as liaison between the Association and Community Services for all outdoor programs and facilities.

Rink Co-ordinator(s) Duties

1. Shall co-ordinate a committee of volunteers to provide maintenance, repair and upkeep for the skating rink (s).

Events Co-ordinator(s)

1. Shall be responsible for the organizing of any/all social activities.
2. Shall be the chairman of the Social Committee and may have as many members as he/she sees fit on this committee.
3. Report bank to the Board of Directors with any required follow up on events and to submit accurate and proper financial accounting of events.

Communications Coordinator(s)

1. Shall be responsible, when directed by the executive, for the publication and distribution of a notice to the residents of the Association that may include, but is not restricted to registrations, activities, programs and any/all information the Coordinator thinks would be of interest to the members of the Association.
2. Shall follow the communication policies and procedures as required by the Association Governance documents.
3. Shall attempt to secure advertising for the newsletter /social media from businesses and associations who may desire to inform the membership of the Association.
4. Shall co-ordinate a committee of as many members as he/she sees fit to ensure that the mediums used for communication such as newsletters/social media and printed material be delivered on a regular basis to the Membership and neighbourhood as a whole.

**Brevoort Park Community Association
Financial Polices and Procedures**

Effective:

Policy: All financial actions of the Board muse ensure proper internal controls and are consisted with current Bylaws and the Corporations Act Statutes.

Procedures:

1. GENERAL

- a) Require timely completion of accounting records within current generally acceptable accounting practices (GAAP).
- b) Review and approve monthly financial statements at every meeting.
- c) Review the current bank statements at every meeting. Review cancelled cheques and endorsements monthly. This review to be done by someone other than the treasurer.
- d) Maintain and monitor a list of property and or inventory subject to theft.
- e) Store blank cheques in a secure place.
- f) Verify funds transferred between bank accounts at next meeting following the transaction.
- g) Deposit cash and cheques in a timely manner. This is generally accepted where ever possible on a weekly or daily basis.
- h) Signing authorities will review all invoices and initial before signing cheques.
- i) All cheques must have two signatures.
- j) The Association shall not allow blank cheques be pre-signed and held by any member of the Association.
- k) When setting up any account, the Association will require that the bank account must have two signatures on all cheques. Signers cannot be related.
- l) Never sign cheques for new vendors without knowing or verifying their name and association.
- m) A financial review engagement for the City of Saskatoon (or audit if required) will be done annually and a written statement from the reviewer is ready for presentation at the AGM.

2. EXPENDITURES

A.) Regular Expenses:

- 1) Authorize expenditure prior to entering into a commitment (resolution in minutes)
- 2) Ensure goods and services on invoices have actually been received (person receiving goods should have signed packing slip or invoice).
- 3) Check clerical accuracy of invoice.
- 4) No cheque will be issued without submitting an invoice, receipt, or payment voucher.
- 5) Pay the invoices by cheque at the regular monthly meetings. Two signing authorities inspect invoices before signing cheque. Board approves payment in the minutes. One signing authority initials invoice or payment voucher to signify approval. (Note: If the treasurer is given an invoice that has not been approved by the Community Association, payment will not be issued until it has been approved at the next meeting).

- 6) Paid invoices should be cancelled by coding cheque number on invoice and stapling to payment voucher.

B.) Instructor & Casual Labour Fees:

- 1) Contract instructors are hired only on approval of the Board or designate.
- 2) Where ever possible written contracts will be produced and signed by the Vendor and Association representative in duplicate or triplicate. Copies to the vendor, coordinator and treasurer.
- 3) Rates of pay are approved and recorded in board meeting minutes.
- 4) Hourly paid Instructors will keep a time sheet and have it approved by a supervisor who can verify time worked. The Board reviews time sheets and approves payments.
- 5) The Community Association must maintain all financial records for at least seven years.
- 6) People paid for casual labour must acknowledge receipt of payment by signing a receipt noting time worked and amount of pay.
- 7) Compare payroll cheques and employee records.

C.) Petty Cash

- The amount of the fund shall not exceed \$200 and must be established by resolution of board.
- Each withdrawal of cash must be replaced by an invoice or sales slip (purchase item identified) or receipt for the exact amount of cash withdrawn.
- When cash becomes low, write a cheque for the exact amount of the invoices, sales slips, and receipts to replenish the petty cash fund to its initial established amount. Place all invoices, sales slips and receipts in an envelope and staple it to payment voucher.
- Payment voucher requires approval in the same manner as other expenditures.

3. REVENUES AND RECEIPTS

A.) Registrations:

- Must fill out an internal control- revenue form
- All revenue received will be receipted immediately and a copy given to the person handling in the funds.
- Must separate all post dated cheques from current cheques which can be deposited immediately.
- All cash must have receipts indicating “Cash”.
- During registration, all programs must be kept separate. After the registration process is completed the revenue and receipts must be balanced by at least two people.
- Never hold onto cheques or cash. Get them to the treasurer as soon as possible.
- All cash and cheques must be handed to the treasurer in person. A second count will be done with both involved when cash is involved.