

By-laws
of
Inglewood Community League
Of Edmonton
(revised 2004)

1. The name of the organization shall be Inglewood Community League of Edmonton.
2. Inglewood Community League shall mean that portion of the City of Edmonton designated as such by The Federation of Community Leagues, and shall be bounded on the West by Groat Road, on the North by 118th Ave., on the South by 111 Ave. and on East by CNR right of way.
 - a) Special Resolution means a resolution passed by not less than a 75% majority of members, in good standing as are present and entitled to vote at a meeting of which 21 days notice specifying the intention to propose the resolution as a special resolution has been duly given.
 - b) “The League”, “The Community League” shall mean “Inglewood Community League of Edmonton”.
 - c) “The Executive Board” or “The Executive” or “The Board” shall include the officers and Directors of committees and Directors at Large.
 - d) The provisions of the latest copy of the Societies Act, and amendments thereto, shall apply to the League.

Membership

3. Any person residing in or owning real property within the aforementioned portion of the City of Edmonton may become a member upon payment of the required membership fee, such fee to be set and approved by the Executive of Inglewood Community League of Edmonton. Memberships shall expire on August 31 of each year.
4. Honorary and Honorary Life Membership may be conferred upon any person by any general meeting of the League;
 - a) Associate Membership may be granted to such person as do not meet the provisions of by-law #3 as the executive may determine but always however such associated member is not and will not qualify for election or appointment to any executive position and may not vote at any general meeting. If such person does vote his vote shall not be counted.
5. All members are admitted only on the condition of submission to the by-laws and rules of the League.
6. Any member wishing to withdraw from membership may do so by giving notice in writing to the Secretary or Director of the membership Committee.
7. Any member may be expelled from membership for any cause which the League may deem sufficient by a majority vote of all members of the League in good standing.
8. League members who have not paid their dues in accordance with Bylaw #3 will no longer be considered members of the League and will be expelled.

Officers

9. The League shall have the following officers:
- a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - e) Director of the Building Bookings and Grounds Committee
 - f) Director of the Program Committee
 - g) Chairman of the Sports Committee
 - h) Chairman of the Social Committee
 - i) Director of the Membership Committee
 - j) Director of the Publicity Committee
 - k) Directors at Large

Which Directors and officers shall constitute "The Executive". The past president shall in all matters be considered to be an officer and members of "The Executive" unless he resigns as such.

10. All officers shall be elected by the majority vote of fully qualified members only, at the annual meeting of the League or at any other Special General Meeting called for that purpose. Term of office shall not be greater than two years. However a person may hold office for an unlimited number of terms provided they are elected or appointed. In the event that a two-year term is decided upon, then to ensure continuity of experienced executives, one-half of the number of officers shall be elected each year. If a changeover is desired from a one-year to a two-year term, it will be necessary, at first election, to elect one-half of the number of officers for one year and one-half for two years.
11. All officers must be accredited members of the League and must conform therefore to the residential qualification laid down in By-law #3.
12. The officers shall be the Executive Board for the purpose of interpreting these by-laws and maintaining the general well being of the League and its aims and objects.
- a) The Executive shall, subject to the by-laws or directions given to it by majority vote at any meeting properly called and constituted, have full control and management of the business and the affairs of the league. Meetings of the executive shall be held as often as the business of the society shall require and at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two Board members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by (5) five days' notice in writing mailed to each member or by (3) three days' notice by fax, email or telephone. Any five members shall constitute a quorum, and meeting may be held if a quorum of the Board is present.
 - b) A show of hands will be adequate for voting, nominations and election. Significant financial questions, and any controversial matters will be decided by a secret, which will be overseen by a Community League Member.
13. In case an officer dies, resigns or ceases to be a member, or for any reason becomes unable or ineligible to attend to the duties of his office, or in the event that a full slate of officers and directors is not elected at a meeting called for that purpose, the vacancy thereby caused may be filled for the unexpired portion of such officer's term of office by a substitute appointed by the Executive.

14. An officer may retire from his office upon giving notice to the League in general meeting, or to the Secretary of the League in writing and such retirement shall take effect in accordance with such notice.
15. The office of any officer shall ipso facto be vacated if he ceases to be a member or if he/she be absent from three consecutive meetings at which his presence is requested unless he/she has, for cause been excused.
16. The League, may remove any officer or director before the expiration of his term, upon a majority vote of all members in good standing and elect another member in his stead. The person so elected shall hold office for such time only as the officer in whose place he was elected would have held the same if he had not been removed.
 - a) Pending a full and proper hearing, such Member or Director will be placed on suspension.
 - b) The Executive Committee will hold a hearing where the Member or Director upon being given 14 days notice, in writing, has the opportunity to attend and present his or her case. At the conclusion of the hearing, the majority vote of the Executive Committee will prevail. If the individual fails to attend the hearing, without excuse, the termination will be effective immediately.
 - c) The quorum for such a hearing will be two-thirds (2/3) of the Executive Officers.
 - d) The Executive Committee will debate the matter “in private” and render a written decision within 72 hours.
 - e) All complaints heard before the Executive Committee must be in writing and marked “Confidential and Without Prejudice”. Such complaints must specify the bylaw violation or injurious behavior and cite attempts at discipline prior to the complaint being filed.

Duties of Officers

17. The President shall preside at all meetings of the League and shall ex-officio be a member of all committees. He or she shall, with the Treasurer, sign on behalf of the Leagues all deeds, contracts, conveyances, bills, notes, cheques, debentures and all other papers and documents which pertain to the affairs of the League. He/she shall act as the official spokesperson of the League or appoint a designate.
18. The Vice-President shall perform the duties of the President in the absence of the President, and is authorized to sign on behalf of the League.
19. The Secretary shall act as secretary at all meetings of the League and shall take and keep accurate minutes of such meetings and shall keep a roll of the members of the League and such other records as the board may direct. The secretary shall have the custody of the seal of the League which shall not be used except under the authority of a resolution to The Board and whenever used shall be authenticated by the signature of the President and the Secretary or the President or Vice-President and the Treasurer. The Secretary shall forward a list of all executive members to the Edmonton Federation of Community Leagues (EFCL) after the new executive is elected at the annual general meeting.
20. The Treasurer shall receive all monies collected or otherwise received on behalf of the League, and issue receipts therefore, and pay all accounts when properly approved, and keep accounts, receipts and vouchers for the same. The Treasurer shall deposit the funds of the League in such Bank or Banks as the League in general meeting may direct. The Treasurer, President, Vice President, Secretary or a Director as selected by the Board will sign on behalf of the League all bills, notes, debentures and all other papers and documents which pertain to the finances of the

- League. At the annual meeting of the League he/she shall present a statement of the affairs of the League for the preceding fiscal year, after the same has been duly audited and shall report the financial position of the League as often as required by the League in general meeting.
21. Each of the Director of committees shall choose committees and shall make known to the League the names, addresses and where possible fax, email or telephone numbers of such chosen members, and shall convene and preside over the meeting of their committee.
 23. Director of Building Bookings and Grounds Committee he/she shall be responsible for building bookings, unless a Facility Manager is hired and shall schedule and maintain the building hall and boardrooms. This person shall collect the monies for these bookings. All monies shall be passed on to the treasurer for deposit into the League account. This person is also expected to represent the League when damages to the facility occur as a result of a booking.
 22. No officer, committee or member of the League shall expend any money of the League, or incur any indebtedness of behalf of the League, or sell or dispose of any property of the League, without express authority for doing so being first duly given by the Executive.
 23. Committees:
 - i) The Building Committee shall have charge of all building, works, improvements, tools and equipment of the League.
 - ii) The Programme Committee shall have charge of the arranging of speeches, lectures, debates, musicals and dramatic entertainments, and talent shows, art and crafts, and all other activities concerning programmes of an educational nature.
 - iii) The Sports Committee shall have charge of the supervision of soccer, baseball, and all other games, and generally of all matters coming under the classification of sports.
 - iv) The Social Committee shall have charge of the operation of all social activities of the League.
 - v) The Membership Committee shall be responsible for the annual drive for members, shall keep a record of all active members, shall collect membership fees as set by the Board and account to the League for all such fees collected.
 - vi) The Publicity Committee shall be responsible for the proper publicity of all League sponsored events, activities or programmes. It shall oversee the delivery of the newsletter, publication of the newsletter, and maintenance of the League's website.

Auditing and Finances

24. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the league for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the League. The fiscal year of the League in each year shall be September 1st to August 31st.
25. The books and records of the League may be inspected by any member of the League at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

26. The annual statement shall be filed with the appropriate government agencies and a copy sent to the EFCL, the statement shall be signed by two officers of the League.
27. All finances shall be under the direct supervision of the treasurer and one or more bank account shall be open in the name of the League in which all Monies pertaining to the League shall be deposited.
28. No two members of the same household will be signing authorities. Also no signing authority will endorse a cheque where they are the payee.
29. No account shall be paid unless voucher for same is given to the treasurer at time of payment. The treasurer must have receipts for all payments.
30. All Monies advanced to subcommittees shall be accounted for at the end of the League year for purposes of the annual financial report.
31. The League may provide subsidies to member upon criteria as may be determined by the Executive Board.
32. Indebtedness, which is to be incurred on behalf of said League, must first be ratified by the Executive Board, as to the approximate amount to be expended, except where the sum is not in excess of two hundred dollars (\$200.00), and has been approved by the Treasurer.

Representative Committee Meetings

33. If any activity or purposed activity of the League requires the co-operation of two or more of the said Committees, such Committees shall act together and be presided over by the Chairman of the Committee which is most directly in charge of the activity.
34. If any dispute shall arise as to which Committee has jurisdiction over a certain activity or matter, such dispute shall be referred to and be disposed of by the Executive Board.
35. A Special Committee may be appointed by any general meeting for such purpose and with such powers as the meeting may direct.
36. Questions arising at an Executive Board meeting shall be decided in the same manner as at a general meeting. At all meetings of committees, a simple majority shall constitute a quorum.
 - a) Should any need arise the Executive may appoint anyone as Chairman for any Committee not mentioned in sub-paragraphs e, f, g, h, i, j, k, l of By-laws 9 and may assign to him such duties or obligations as are deemed necessary.
 - b) Such Chairman appointed under the provisions of By-law 36 a) enjoys such privileges and is subject to such obligations as if he were duly elected under the provisions of By-law 10 and is subject to by-laws 3 and 11.
 - c) The Executive may prepare and issue such directives as it deems necessary for the effective operation of any committee and it is the duty of the Chairman of any such committee to arrange that the provisions of such directive be adhered to.
37. The League should maintain its membership in the Federation of Community Leagues.
38. The fiscal year of the League shall end on the 31st day of August, and on the 31st day of August of each year thereafter. The annual general meeting and elections shall be held not later than October 31 in each year at such time and place as the Executive shall decide.

39. The League may also hold a general meeting at such date as shall be fixed at the next preceding general meeting, and such meeting shall be known as "Special" general meeting.
40. The President may, convene a special general meeting; and shall, upon the written requisitions of ten or more members, call a special general meeting at such time and place as the requisitions may prescribe. All such requisitions shall express the object of the meeting proposed to be called which shall be left with the Secretary, who shall promptly advise the President thereof.
41. Upon being so advised of such requisitions, the President shall forthwith proceed to convene a special general meeting. If he does not proceed to convene the same, to be held within two weeks from the date of the requisition being left with the Secretary, the requisitionists or any ten or more members may themselves convene a meeting.
42. Notice of any special general meeting shall be given to all members by the Secretary by mail, telephone, fax, email or by any other effective method at least one day (exclusive of Sunday) previous to such meeting.
43. The accidental omission to give notice of any meeting to any member shall not invalidate the proceedings of any such meeting.
44. Five or more members personally present shall be a quorum for any general meeting, and no business shall be transacted unless a quorum is present at the commencement of the meeting.

Votes of Members

45. No individual who is not a member of the League shall be entitled to vote at any meeting.
46. Each member shall have one vote only and must vote personally and not by proxy.
47. In event of any vote resulting in a tie, the Chairman of the meeting shall have a deciding vote.
48. At any meeting unless a poll is demanded by the Chairman or by three or more members present, a declaration by the Chairman that a resolution has been carried, or carried by a particular majority, or lost or not carried by a particular majority, an entry to that effect in the minute book of the Society shall be conclusive evidence of the fact, without proof of the number or portion of the votes recorded in favour of or against such resolution.
49. If a poll is requested it shall be taken forthwith in such manner as the meeting may direct, and the result of the poll shall be deemed to be the resolution of the meeting. The request for a poll may be withdrawn.

General

50. The Order of business at all business meetings of the League shall be as follows:
 - a) Reading and adoption of minutes.
 - b) Business arising out of minutes.
 - c) The Treasurer's Report.
 - d) Business arising out of Treasurer's Report.
 - e) Delegations

- f) Correspondence.
 - g) Report of Committees, etc.
 - h) Unfinished business.
 - i) New Business.
51. No officer of the League shall be entitled to receive remuneration for his services as such.
52. Unless otherwise disqualified, any retiring officer of the League shall be eligible for re-election to the same or any other office.

Borrowing Powers

53. For the purposes of carrying out its objects, the League may borrow or raise or secure the payment of money in such a manner as it sees fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the League, and in no case shall debentures be issued without the sanction of a special resolution of the League.

Dissolution

54. Upon dissolution of the League, all real property, fixtures, and liquid assets remaining after the payment of any debts, will become the property of the Edmonton Federation of Community Leagues, in trust. The Edmonton Federation of Community Leagues will hold the cash assets in trust until they are able to reactivate or merge the League. The real property will pass to the City of Edmonton, pursuant to the Tri-partite License Agreement.

Amendments to By-laws

55. The by-laws of the League shall not be rescinded, altered or added to except by a Special resolution of the League and passed by a majority of seventy-five percent (75%) of members entitled to vote as are represented in person at a general meeting. One month's written notice specifying the intention to propose the resolution as a special resolution has been duly given.

Feb. 13/67 including amendments passed Oct. 25/98
Amendments passed Sept 13/04