

**The Caswell Community Association (inc)**  
**Constitution and Bylaws**

**Article I – Name**

1.00 The name of this organization shall be Caswell Community Association hereinafter called the Association.

**\* Article II – Objectives**

2.01 To promote community spirit and wellness by providing recreational, social, cultural and educational activities and programs for the residents of the community.

2.02 To act as an advocate for the residents of the community regarding civic, educational, cultural and social issues that may affect residents of Caswell neighbourhood.

\*2.03 To promote community involvement in the Association and to work in cooperation with the City of Saskatoon and civic minded organizations in improving the quality of life of the people in Caswell neighbourhood.

**Article III – Membership**

3.00 Membership of this Association is of one class and is open to all people residing in the Caswell neighbourhood of Saskatoon.

**Article IV – Boundaries**

4.00 Caswell neighbourhood is bounded by Idylwyld Avenue on the east; Avenue H on the west; 33<sup>rd</sup> Street on the north and 22<sup>nd</sup> Street on the south.

**Article V – Business of the Association**

5.00 The Association has the power to carry on its activities in furtherance of the recreational, educational, cultural and social well being of the residents of the Caswell neighbourhood in Saskatoon.

**Article VI – Governance**

6.01 The Association shall be governed by an Executive council of at least 5 members and not more than ~~30~~ members.

6.02 As a minimum, the Executive Council shall have three signing officers of which one shall be the Treasurer.  
*14 - Amended Feb. 9, 2010 Board Meeting*

**The Bylaws of the Caswell Community Association**

**Bylaw I – Meetings (executive, general, annual, special)**

1.01 Executive Council meetings shall be called at the discretion of the Executive Council.

1.02 Executive Council meetings shall be open to all members of the Association.

1.03 There shall be an annual meeting of the Association each year in September.

1.04 General meetings shall be called at the discretion of the Executive Council.

1.05 Special meetings shall be convened by a written request signed by ten residents of the neighbourhood. The requested meeting shall be convened no later than 30 days following the request.

### Bylaw II – Voting and Quorum

- 2.01 The general business of the Association shall be decided by a majority of voting members present at the meeting by a show of hands with the following exceptions:
- a) amendments to its bylaws and constitution shall be by two-thirds majority
  - b) elections shall be by secret ballot upon the request of any one member
- 2.02 Only members of the Executive Council may vote at Executive Council meetings
- 2.03 In the event of a tie vote the Chair of the meeting shall cast the deciding vote.
- 2.04 All meetings of the Association must have quorum to discuss business. The following shall constitute appropriate quorums:
- a) Executive Council – 5 members;
  - b) Annual and general meetings – 10 members;
  - c) Special meetings – 15 members.

### Bylaw III – Elections to Executive Council (nominations)

- 3.01 Elections for executive positions shall be held at the annual general meeting each year.
- 3.02 All candidates must be member of the association in good standing.
- 3.03 All positions are 1 year terms.
- 3.04 Vacancies occurring during the term shall be filled by the Executive Council.
- 3.05 The Executive Council shall ensure all positions on the Executive Council have nominations by establishing a nomination committee prior to the annual meeting.
- ✓3.06 Nominations may be made from the floor at the Annual Meeting provided the nominee consents to stand for election.

### Bylaw IV – Executive Council (duties and powers)

- 4.01 The Executive Council shall consist of no more than 14 elected Executive Council Members. Positions shall include Chairperson, Secretary, Treasurer and Members at Large. Responsibilities and duties for the Members at Large positions shall be shared and include, though not be limited to: Indoor programming; Outdoor programming; Special Events; Volunteer Coordination; Civics Issues; Safety Issues; School liaison; Communications; Newsletter Production; and Newsletter Distribution. The Community Consultant, Community Development Branch, City of Saskatoon shall be an Ex-Officio member of the Executive Council
- 4.02 The executive may appoint members to act as representatives to other organizations to fulfill its duties and business as a community association.
- \*4.03 The Executive Council shall be responsible to the membership and have power on behalf of the membership to do all things necessary for the achievement of the objectives of the Association and without restricting the generality of the foregoing, be empowered to:
- a) administer funds on behalf of the Association, including approval of all fund-raising projects as it may decide is beneficial for the association;
  - b) appoint committees and assign their responsibilities, authorities and duration;
  - c) make rules regarding the use of the Association's facilities and equipment;
  - d) suspend any member from the Association for infraction of rules of the Association;
  - \*e) expel any member for unbecoming conduct, or failure to carry out his/her duties as an elected officer, or infraction of any rules and regulations of the Association, or who is absent for three consecutive meetings without having given satisfactory explanation to the President.
- 4.04 Any member of the Executive Council who, for any reason, shall cease to hold office shall turn over to the executive all documents, records, books, funds, and other property of the Association.

**Bylaw V – Financial Affairs (reporting, fiscal year, signing powers and borrowing)**

- 5.01 A yearly financial statement shall be presented to the annual meeting.
- 5.02 The fiscal year of the Association shall be August 1 to July 31.
- 5.03 An external review shall be conducted of the Association's financial affairs each year.
- 5.04 All cheques drawn upon the Association's bank account as well as all legal papers and contracts, shall be executed on behalf of the Association by two of the three signing officers.
- 5.05 For the purpose of carrying out its objectives, the Association may borrow or raise or secure payment of money in such a manner as it sees fit; but this power shall be exercised only under the authority of the Association, given by a resolution approved at a properly called meeting of the Association's membership.
- 5.06 The Executive Council shall call a special general meeting to approve any single expenditure over \$1500.

**Bylaw VI – Individuals (suspensions, misrepresentations)**

- 6.01 The Executive Council reserves the right to suspend or terminate any membership in the Association.
- 6.02 An appeal may be made to the Executive Council within fifteen (15) days of the notice of suspension or termination.
- 6.03 No executive member 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 until such commitment has been specified by the Executive Council.

**Bylaw VII – Amendments to the Constitution and Bylaws**

- 7.00 Any section of the Constitution and Bylaws may be amended at a general meeting provided the amendment is presented in writing to the executive at least one month before a vote can be called. The vote requires two-thirds majority to become effective.

**Bylaw VIII – Indemnity**

- 8.00 The Association shall indemnify an Executive Council member or Officer of the Association for liability incurred by such persons directly as a result of honesty and in good faith carrying out his or her duties.

**Bylaw IX – Dissolution**

- 9.01 If the members resolve that the Association can no longer function as a viable organization, the dissolution may be considered. This action should be implemented only after it has been concluded that no further purpose for the Association's existence can be identified. (The Association may instead resolve to suspend activities until enough interest is shown to make it viable again.)
- 9.02 Upon dissolution, subject to section 47 of the Societies Act, all remaining assets shall be donated to a charitable or non-profit organization identified and approved by the members at the same meeting as dissolution was approved and no resolution to approve dissolution of the Association shall be effective unless it specifies such a charitable or non-profit organization.