



**SOUTHDALE RECREATION ASSOCIATION  
INC.**

**BY-LAWS**

Amended May 16, 2005  
Amended June 11, 2007

## **BY-LAWS OF SOUTHDALE RECREATION ASSOCIATION INC.**

### **BY-LAW 1 - BOUNDARIES:**

The organization's boundaries are set by the City of Winnipeg. They are currently bounded by the Seine River to the west, Highway # 1 to the north, Highway 59 to the east, and John Bruce Road to the south.

*Amended: from 'John Bruce Road to the South' to 'the Perimeter Highway to the South'.*

### **BY-LAW 2 – EXECUTIVE AND BOARD OF DIRECTORS:**

The Executive Committee as defined under Article 8.1 of the Constitution consists of the President, Past-President (appointed), Vice President, Secretary, Treasurer and Governance and Accountability Officer (non-voting/advisory). The Board of Directors consists of the Executive and the following Committee Directors:

*Programs – combined with #2. June 11, 2007*

*i. Removed June 11, 2007 Property*

1. Seniors
2. Volunteer/Activity Cards/Social/Programs
3. Scouting
4. Hockey
5. Ringette

*i. In-Line Hockey – removed June 11, 2007*

6. Softball
7. Baseball
8. Basketball
9. Indoor Soccer
10. Outdoor Soccer

*i. Member at Large – removed June 11, 2007*

11. *Governance and Accountability Officer – amended May 16, 2005. 'remove one Member at Large position(odd year term), and replace with the Governance and Accountability Officer.'*

These seventeen (17) directors will sit and have voting power on the Board, and shall manage the affairs of the Centre as per our Constitution.

### **BY-LAW 3 – TERMS OF OFFICE:**

As per Article 11 Terms of Office in the Constitution, each director is elected to a two-year term. These terms will be staggered with one-half of the director's terms coming due in "even" years and the other half coming due in "odd" years. This is done to ensure continuity of the board from year to year.

The following positions will be eligible for election in the **EVEN** years:

1. President
  - a. \*\* Past President (appointed) not elected \*\*
2. Vice President
  - i. *Property – removed June 11, 2007*
3. Seniors
4. Ringette
5. Baseball
6. Indoor Soccer
7. Basketball
  - i. *Member at Large 1- removed June 11, 2007*

The following positions will be eligible for election in the **ODD** years:

1. Secretary
2. Treasurer
  - i. *Programs – combined with #3 June 11, 2007*
3. Volunteer/Activity Cards/Social/Programs
4. Scouting
5. Hockey
  - i. *In-Line Hockey – removed June 11, 2007*
6. Softball
7. Outdoor Soccer
8. *Governance and Accountability Officer – amended May 16, 2005. – non-voting advisory position*

#### **BY-LAW 4 – BOARD OF DIRECTORS DUTIES:**

##### **4.1. President**

- 4.1.1. Be responsible for the general functioning of the Association through the Board and committees.
- 4.1.2. Preside at all meetings of the Board, the Executive committee, and the Association.
- 4.1.3. Be an ex-officio member on all committees.
- 4.1.4. Delegate to the Vice-President all the duties and powers in his/her absence.
- 4.1.5. Acts as a liaison with the GCWCC and the Riel Community Centres' Board.

##### **4.2. Past President**

- 4.2.1. Advisor to the Board and Executive.
- 4.2.2. Chair nominating committee.
- 4.2.3. Assists the President when called upon.

**4.3. Vice President**

- 4.3.1. Assists the President when called upon.
- 4.3.2. Assumes the President's duties and presides at meetings in the President's absence.

**4.4. Secretary**

- 4.4.1. Records attendance of Directors at Board meetings
- 4.4.2. Distributes notices of meetings of the Association.
- 4.4.3. Records and preserves the minutes of all Association meetings.
- 4.4.4. Helps to update and amend constitution, by-laws and policies.
- 4.4.5. Performs such other duties as pertain to this office.

**4.5. Treasurer**

- 4.5.1. Supervise and document all financial affairs of the Association according to City of Winnipeg policies.
- 4.5.2. Ensure the Audit of books on a yearly basis.
- 4.5.3. Oversees the accountability of the Associations funds.
- 4.5.4. Oversees the operation of the Canteen and Bingo.
- 4.5.5. Perform other such duties as pertain to this office.

**4.6. Programs – combined with 4.9 Volunteers/Social/Activity Cards June 11, 2007**

- 4.6.1. Plan and schedule new programs run by the Association (other than competitive team sports) in liaison with the Association's General Manager.
- 4.6.2. Perform other such duties as pertain to this office.

**4.7. Property – position removed from Board June 11, 2007**

- 4.7.1. Responsible for collection and reporting of all inventories of the association as required by the policies of the City of Winnipeg.
- 4.7.2. Liaison with the various sporting directors to ensure their inventories are kept current.
- 4.7.3. Perform other such duties as pertain to this office.

**4.8. Seniors**

**4.9. Volunteer/Activity Cards/Social – combined with Programs 4.6**

**4.10. Scouting**

**4.11. The Sports Director/Convenor (Hockey, Ringette, Softball, Baseball, Basketball, Indoor Soccer, Outdoor Soccer) – inline hockey position removed June 11, 2007.**

- 4.11.1. Organizes, supervises and promotes the entire sports program.
- 4.11.2. Assists in scheduling of the sport.
- 4.11.3. Assists in collection of the sports registration fees.
- 4.11.4. Attends all league meetings for their respective sports.
- 4.11.5. Enters teams into the league.
- 4.11.6. Assigns coaches.
- 4.11.7. Acts as a liaison between coaches and parents.
- 4.11.8. Assists in issuing and retrieving of all issued equipment at each season's end and ensures inventories are reported to the General Manager as required. – *changed June 11, 2007 from reporting to the Property Director to reporting to the General Manager.*
- 4.11.9. Reviews all spending proposals so as to keep them within budget limits.
- 4.11.10. Submits any fund raising proposals to the Board for approval.

**4.12. Member at Large – removed from the Board on June 11, 2007**

- 4.12.1. Performs duties as requested by the Board.
- 4.12.2. When in need will be asked to fill vacant positions on the Board.

**4.13. Governance and Accountability Officer**

- 4.13.1. *Ensure that all activities of the Board of SRA fall within the corporate governance and guidelines of the current Constitution.*
- 4.13.2. *Be a liaison between the membership and the Board on matters of contention between the Board and the membership.*
- 4.13.3. Review and approve all budgets prepared by the Executive, Management and Activities of the Center.
- 4.13.4. *Periodically review and audit internal and financial controls currently in place at the Center.*
- 4.13.5. *Ensure that the Center is in compliance with all GCWCC rules and regulations with respect to operations.*
- 4.13.6. *This is a non-voting position executive position; non-voting to ensure the integrity of the position; but included in the executive as well to ensure the actions of the executive are accountable as recommended by the position.*

*Amended May 16, 2005.*

*Amended June 11, 2007*

**BY-LAW 5 – ORDER OF BUSINESS MEETINGS:**

**5.1 Business of Annual Meetings**

- 1. Notice of meeting
- 2. Minutes of the previous meetings.
- 3. Business arising out of minutes.

4. Correspondence.
5. Report of the President.
6. Report of the General Manager.
7. Presentation of financial statement
8. Reports of Committees.
9. Notices of motions.
10. Election of officers.
11. New business.
12. Adjournment.

**5.2 Business of Regular Meetings.**

1. Notice of meeting.
2. Minutes of previous meeting.
3. Business arising out of minutes.
4. Correspondence.
5. Report of President.
6. Report of the General Manager.
7. Presentation of financial
8. Reports of committees.
9. Notices of motions.
10. New business.
11. Adjournment.

**5.3 Business of Special Meetings**

1. Notice of meeting.
2. Discussion of meeting business.
3. Adjournment.

**BY-LAW INTERPRETATION:**

In the event of any dispute as to the meaning of any BY-LAW heretofore or hereafter passed, the interpretation of the Executive shall be final and conclusive. GCWCC Parliamentary Procedures booklet will be consulted in all disputes.

**STATEMENT OF APPROVAL:**

These By-Laws approved at the Annual General Meeting held on May 16th, 2005 supersede all previous By-Laws.

President

Secretary