



Silverspring

SILVERSPRING COMMUNITY ASSOCIATION

ARTICLES OF INCORPORATION

And

BYLAWS

Revised April 19, 2005

Membership Approved May 17, 2005

Corporation Number 209939

REVISION HISTORY

Revision	Description	Date
1.	Incorporation Date	October 1, 1990
2.	Conversion	September 10, 1999
3.	Change of Address	October 18, 2001
4.	Error Correction	October 17, 2003
5.	Revision of Articles of Incorporation & Bylaws	April 19, 2005
6.	Revisions Accepted	May 17, 2005

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ARTICLES OF INCORPORATION

Article One - Name of the Corporation

- 1.1 The name of this association shall be the **Silverspring Community Association, Inc.**, also known as the SSCA, hereinafter called "The Association".

Article Two – Registered Office

- 2.1 Mother Teresa School
738 Konihowski Road
Saskatoon, Saskatchewan
S7S 1M4

Article Three– Class of Membership

- 3.1 Membership shall be open to any individual, family, or household that resides within the boundaries of the Association upon payment of (any) required fees.
- 3.2 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.

Article Four – Right to Transfer Membership Interests

- 4.1 None

Article Five – Number of Directors

- 5.1 Minimum of (5) Maximum of (25)

Article Six – Type of Corporation

- 6.1 The corporation is a Saskatchewan Membership Corporation.

Article Seven – Activities of the Corporation

- 7.1 Objectives:
1. To promote and assist in the development of the educational, recreational, and social well being of the residents within the designated boundaries.
 2. To encourage a sense of community and work to improve the quality of life of the people of the neighborhood.
 3. To promote, develop, and organize recreational, educational, and social programs, facilities, and sites by:
 - a) Working in cooperation with the City of Saskatoon, Community Services Department;

- b) Working in conjunction with other organizations and agencies;
- c) Raising funds for carrying out and furthering Association objectives.

Article Eight – Dissolution of the Corporation

- 8.1 If the Community Association Executive concludes that it can no longer function as a viable organization then dissolution may be considered.

This action should be implemented only after it has been identified that no future purpose for the Association's existence can be identified.

- 8.2. Upon dissolution, all remaining assets shall be donated to a charitable or non-profit organization identified and approved by the Association membership at the same meeting as dissolution was approved. If no such directive is issued, the beneficiary shall be chosen at the discretion of the trustees.

BYLAWS

Preamble: 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.

Bylaw 1 – Boundaries

- 1.1 This organization shall include all the area that lies within these boundaries: In the City of Saskatoon, Saskatchewan: Bounded on the north by the Sunnyridge Subdivision; on the west by Central Avenue; on the east by the Forestry Farm; on the south by Attridge Drive. Hereinafter called "the neighborhood".

Bylaw Two – Membership

- 2.1 Membership shall be open to any individual, family, or household that resides within the boundaries of the Association.
- 2.2 Membership fees shall be paid annually at a date no later than stipulated by the board. These fees shall be set annually by the Board with the approval of the membership at an Annual General Meeting.
- 2.3 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.
- 2.4 Members in good standing shall be given priority to participate in association activities over non-members.
- 2.5 Membership cards shall be issued.
- 2.6 A member is not liable in his individual capacity for any debt or liability of the Association.

Bylaw Three – Board of Directors

3.1 The Business of the Association shall be managed by the Board of Directors elected duly from the membership of the Association as follows

President	Past President
Vice President	Secretary
Treasurer	Co-Indoor Coordinators (3)
Co-Rink Coordinators (2)	Co-Social Coordinators (2)
Basketball Coordinator	Communications Coordinator
Membership Coordinator	Civics & Safety Coordinator
Co-Soccer Coordinator (2)	Softball Coordinator
Volunteer Coordinator	Member at Large (3)
Youth Member at Large (2)	Total 25

3.2 Any position can be a co-position or shared position.

3.3 The City of Saskatoon Community Services Department Community Consultant shall be an ex-officio member of the Board.

Bylaw Four – Powers of the Board

4.1 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 discreditable.
- d) Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office or until the next Annual General Meeting at which time an election or appointment 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. The objectives of the Association shall be carried out without pecuniary gain to its members; and any profits or accretions of the Association shall be used in promoting its objectives.
- f) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.

- g) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary
- h) Provide bylaws as a supplement to the Articles of Incorporation if deemed necessary

Bylaw Five – Election of Board of Directors

- 5.1 Not more than ten (10) members of the Board of Directors shall be retired annually. The newly elected officers shall be elected for a two-year (2) term (these being in alternate years) with the exception of past president who shall serve for one year. A member may hold the same office for two or more consecutive terms.
- 5.2 Elections shall occur at the Annual General Meeting of the Association.
- 5.3 Group 1 shall retire in even years, while Group 2 shall retire in odd years.

Group 1		Group 2
President		Secretary
Vice President		Treasurer
Membership Coordinator		Communication Coordinator
Rink Coordinator		Indoor Coordinator (Children’s Program)
Indoor Coordinator (Adult Program)		Basketball Coordinator
Soccer Coordinator		Softball Coordinator
Outdoor Soccer Coordinator		Rink Coordinator
Basketball Coordinator		Member at Large (3)
Social Coordinator		Youth Member at Large
Member at Large (3)		Social Coordinator
Youth Member at Large		Volunteer Coordinator
Civics/Community Safety		Soccer Coordinator
		Football Coordinator

- 5.4 All eligible members living in the community at the time of the Annual General Meeting shall be eligible to take office or be a candidate for office.
- 5.5 Election of new coordinators shall be by secret ballot upon the request of any one member of the Association.
- 5.6 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy vote.
- 5.7 Nominations of candidates shall be in accordance with the nominations bylaw:
- 5.8 A nominating committee of three shall be appointed by the Coordinators 30 days prior to the Annual General Meeting.

- 5.9 The nominating committee shall endeavor to identify at least one nominee for each position vacant on the Executive.
- 6.0 Nominations will also be accepted from the floor at the Annual General Meeting.

Bylaw Six - Meetings

- 6.1 There shall be at least one (1) Annual General Meeting of the Association in each calendar year to be held in the month of May.
- 6.2 Election of Board of Directors shall take place at the Annual General Meeting.
- 6.3 The Annual General Meeting is open to all residents within the Association's designated boundaries
- 6.4 In addition to the Annual General Meeting, 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 (20) voting members. The request must clearly state the nature of the business proposed to be transacted at the meeting. The meeting shall be held not less than twenty (20) and not more than thirty (30) days after receiving the request
- 6.5 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 6.6 Notice of time and place of Annual General Meeting or special meetings shall be sent to all members not less than 15 days or more than 50 days before the meeting.
- 6.7 Not less than 12 members shall constitute a quorum of the Annual General Meeting of the Association.
- 6.8 The order of business for the Annual General Meeting shall be as follows:
- a) Notice of the meeting.
 - 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) New Business.
 - g) Election of Officers.
 - h) Adjournment
- 6.9 Amendments to the constitution must be passed by at least 2/3 majority of the members present.

6.10 All business (executive) meetings of the Association shall be open to general attendance other than a presentation of motions and voting rights shall be restricted to elected or appointed members of the board.

6.11 Reading of the meeting principles before each meeting.

Bylaw Seven – Financial Affairs

7.1 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 Executive may determined and all financial obligations incurred by the Executive in the name of the Association shall be paid there from.

7.2 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed when signed by any designated coordinators, one of which must be President or Treasurer.

7.3 All property of the Association shall be the responsibility of the Executive and the executive shall see that a correct inventory of property is kept.

7.4 The fiscal year of the Association shall be April 1 – March 31.

7.5 The Executive shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Executive. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial statement of the Association to be submitted to the Board of Executive for presentation at the Annual General Meeting.

7.6 A monthly, written financial statement shall be presented at each meeting of the Board of Directors.

7.7 Members of the Board of Directors shall submit all expenditures over \$50.00 to the Board of Directors for prior approval.

7.8 Directors making purchases over \$1000.00 will be required to obtain 3 quotes. The quotes will be provided to the board of directors for approval.

Bylaw Eight – Pledging of Credit

8.1 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 membership.

Bylaw Nine – Cooperation with other Associations/Agencies

9.1 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 constitution that it considers necessary in cooperating with those associations.

9.2 The Association shall honor other association memberships.

9.3 The Association shall, where deemed necessary, subsidize the activity fees of community association members.

Bylaw Ten – Amendments to Articles and Bylaws

10.1 Coordinators may, by resolution, make, amend, or repeal any bylaws or policies that regulate the activities of the Association.

10.2 Bylaws, policies, amendments or repeals are effective from the day of the enacted resolution of the Coordinators.

10.3 All changes in bylaws must be presented to the next Annual General Meeting of the Association to confirm or reject, or amend the bylaws, amendments or repeals.

10.4 Proposed amendments to the constitution 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 sent out in the notice of the meeting.

10.5 Constitutional amendments shall receive at least 2/3 majority of the votes cast.

10.6 No amendment to the constitution is effective until the corporation has filed the Article of Amendment with the Corporation Branch.


Bylaw Eleven – Disputes and Liabilities

11.1 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.

11.2 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 Twelve

12.1 Policies will be developed as required. As attached.

	POLICIES & PROCEDURES TITLE: COST AS A BARRIER POLICY
Silverspring Community Association	DATE REVISED: November 5, 2003 DATE EFFECTIVE: January 1, 2003

The Silverspring Community 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 Silverspring Community have the opportunity to access programs offered by the Silverspring Community Association despite financial constraints.

Policy

The Silverspring Community 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 will 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 < \$20,000.

The community association will provide support to include the waving of the fee for the program. Families will still be required to purchase a Silverspring Community Membership.

Through this initiative, the community association will fund one program per family, per session.

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

	POLICIES & PROCEDURES TITLE: Newsletter Advertising
Silverspring Community Association	DATE REVISED: DATE EFFECTIVE: <u>February 1, 2004</u>

The Silverspring Community Association includes both paid and unpaid advertising within their circulated newsletter.

Purpose

To provide guidelines for the Communications Coordinator and Silverspring Community Association Executive regarding advertising in the community newsletter.

Policy

Advertising Costs

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

	Present Ad Cost
Business Cards	\$25
¼ Page	\$50

2. The Silverspring Community Association Newsletter will include advertisements to a maximum size of ¼ page.
3. When it is determined that an increase in advertising costs is required, a letter will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the increase.
4. Mother Teresa School, Silverspring School, Ebenezer Church and the City of Saskatoon(David Godwin) will not be charged for their advertising as they provide the community with numerous resources through the use of their facilities.
5. Advertising opportunities will be open to all businesses with the exception of those outlined below.

Political & Ethical Advertising

1. The Silverspring Community Association will not support the inclusion of political advertising for the purpose of civil, provincial or federal electoral campaigns.

2. Following an election, the Silverspring Community Association will include information identifying the newly elected councilor and contact information as requested.
3. A link to the appropriate website may be included on Silverspring Community Association Website.
4. Advertising which may be considered prejudicial or controversial.
5. The Silverspring Community Association reserves the right to refuse any material submitted to the newsletter.

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 Executive Council 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 Silverspring Community Executive will provide the final decision on any submission.