

**Bylaws of the Amalgamated Corporation  
South West District for Culture, Recreation and Sport Inc.**

Bylaw relate to the transaction of business and affairs of the  
South West District for Culture, Recreation and Sport Inc.

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## **SECTION ONE: THE DISTRICT**

### **A. NAME**

1. The name of this corporation shall be the South West District for Culture, Recreation and Sport Inc.

### **B. DEFINITIONS**

1. The term District shall be taken to mean the South West District for Culture, Recreation and Sport Inc.
2. The term Board shall mean the Board of Directors for the South West District for Culture, Recreation and Sport Inc.
3. The term Director shall be taken to mean a Director of the Corporation.

## **SECTION TWO: MEMBERSHIP**

### **C. CLASSES OF MEMBERSHIP**

1. Active
  - a) All communities and organizations/groups within South West District boundaries, including rural and urban municipalities, first nation bands and regional parks, that provide services in culture, recreation, and sport to residents.
  - b) Communities must register with the District for voting membership.
  - c) Each active member shall be entitled to one vote.
  - d) Voting members must have valid membership in the current year (year AGM held), or for the year immediately prior.
2. Associate
  - a) Individuals, other organizations, and commercial firms and businesses desiring to support the purposes and functions of the District.
  - b) Associate members are not eligible to vote.

## **SECTION THREE: BOARD OF DIRECTORS**

### **D. DIRECTORS**

1. The District is governed by a volunteer Board of Directors

### **E. ELIGIBILITY**

1. Any individual residing within the district boundaries is eligible to apply to become a member of the Board.

### **F. POWERS OF THE BOARD**

1. The Board shall be responsible to set policy and establish guidelines and limitations to govern the South West District for Culture, Recreation and Sport Inc.

### **G. MEMBERS OF THE BOARD OF DIRECTORS**

1. Officers:
  - a) Chairperson
  - b) Vice-chairperson
  - c) Director of Finance
2. Directors-at-large
3. All members of the Board of Directors shall be elected by the Membership.

#### H. TERMS OF OFFICE

1. All terms of office shall be two-year terms, to a maximum of four (4) consecutive terms
2. The Officer positions on the Board of Directors shall be determined by the Board of Directors at the meeting preceding the Annual General Meeting.
3. The Board shall ensure that members have served a minimum of one full year as a Director-at-large before serving as an Officer.
4. If a vacancy shall occur on the Board, the Board may appoint a replacement to fill the position until the next Annual General Meeting, when an election shall occur, effective for the remainder of the term.
5. The Board shall serve without remuneration but shall be reimbursed for reasonable expenses incurred in the performance of required duties.

### SECTION FOUR: ADMINISTRATIVE PROCEDURES

#### I. FINANCE

1. The fiscal year shall end annually on March 31st
2. Signing authority of the Board shall require two (2) signatures, with one being a designated member of the Board, and the other being a designated staff member.
3. The Director of Finance shall present audited financial statements for the fiscal year immediately prior, at the Annual General Meeting.

#### J. INDEMNIFICATION

1. The District will indemnify a director or officer of the corporation, as outlined in the Non-Profit Corporations Act

#### K. MEETING PROCEDURES – BOARD OF DIRECTORS

1. The Board of Director Meetings shall be held at the call of the Chair.
2. There shall be a minimum of four (4) meetings per year.
3. Voting shall be by show of hands, or through electronic means, unless a ballot is requested by more than three members.
4. All Directors must be notified in advance of any emergency meeting.
5. All Board members must vote, unless the member declares a conflict of interest and leaves the room. Said conflict of interest must be declared before discussion of the item begins.

#### L. SPECIAL MEETINGS – GENERAL MEMBERSHIP

1. A special meeting of the District may be called by the Chair when he/she considers it necessary, but he/she shall call a special general meeting when requested by at least four (4) directors or by at least five (5) general members.
2. Requests for a special general meeting must be made in writing and presented to the office of the District.
3. When properly requested, such meeting shall be held within twenty-eight (28) days) of the receipt of the request.
4. Notice of the above-mentioned meeting shall be given in writing to General Members at least fifteen (15) days prior to said meeting.
5. All questions shall be decided by a majority vote of the delegates present.
6. The Chairperson doesn't vote at a Special Meeting unless there is a tie.
7. Voting shall be by show of hands, or through electronic means as determined by the Board of Directors, unless a ballot is requested by more than three members.

#### M. ANNUAL GENERAL MEETING

1. The Annual Meeting shall be held within 90 days of each fiscal year end.
2. Members shall be given Notice of the Annual Meeting as per The Saskatchewan Non-Profit Act.
3. An audited financial statement will be presented at this time.
4. Election of Directors will be business at this time.
5. Voting shall be by show of hands, or through electronic means as determined by the Board of Directors, unless a ballot is requested by more than three members.
6. Amendments to the constitution shall be made only at the annual general meeting.
7. In the case of an amendment to the constitution, a two-thirds majority vote is required.
8. The Annual General Meeting will have a general fixed agenda:
  - i. Call to Order
  - ii. Approval of the Agenda
  - iii. Approval of Previous Meeting Minutes
  - iv. Business of the Meeting
    1. Approval of the Annual Audit
    2. Appointment of Auditor for Next Year
    3. Election of Directors
    4. Bylaw Changes
  - v. Operations Year in Review (optional)
  - vi. Recognition of Board/Staff (optional)
  - vii. Adjournment
9. Items that are not part of the fixed agenda, be submitted to the Board by May 1<sup>st</sup>
10. Quorum for the Annual General Meeting shall be the members present at the meeting.

#### N. CONSTITUTION TAKES EFFECT

1. This constitution shall be effective immediately upon its adoption by a 2/3rds majority vote of the members present at the Annual General Meeting.

#### O. REGISTERED OFFICE OF THE ASSOCIATION

1. The registered office of the District will be located at:  
1410 Caribou Street West  
Moose Jaw, SK  
S6H 7S9

#### P. DISSOLUTION

1. On the liquidation or dissolution of the District, the remaining property of the District shall be distributed to a charitable corporation (within the meaning of the Non-profit Corporations Act, 1995, or successor legislation thereto) or a registered charity under the Income Tax Act carrying on activities similar to that carried on by the District.