



By-Laws

of

Glenwood Community Centre

Date	Version	Description
Mar 2013	1.0	Initial revision
Apr 15, 2015	1.1	Proposed for AGM May 26, 2015
Feb 22, 2021		Job descriptions and other housekeeping changes passed at February 4, 2021 meeting

Section 1 Executive Officers

1. The Executive Officers of the Community Centre are listed in the Constitution and their associated duties are listed in Section 2.
2. The duties of these Officers shall be consistent with their titles.
3. The Executive Officers listed herein shall be known as the Executive Committee of the Centre and this Committee shall manage the affairs of the Centre. (See section 2)
4. The Executive Committee may, by a majority vote, establish or delete any committee within the Centre's program.
5. The Executive Committee in combination with the elected committee chairpersons shall be hereinafter referred to as the "Board of Directors" and shall serve as such for a term of two (2) years.
6. In the event that a position, other than the President, should become vacant the position may be filled by appointment of the Executive Committee until the next Annual General Meeting (AGM) at which time, a replacement will be voted on.
7. Should the office of the President become vacant, the position will be filled temporarily by the Vice-President. It shall be necessary to fill the position by election at a General or Special Meeting.

Section 2 Executive Committee Duties

1. **President:** The president shall preside at all General, Special, Annual and Executive Committee meetings. They shall appoint all Committees not otherwise provided for in the Constitution and shall see that other officers and committees perform their assigned duties. They shall also be ex-officio, a member of all committees conducting affairs of the Centre. They shall present a written report of the year's activities of the Centre at the AGM.
2. **Vice-President:** The vice-president shall assist the President in the performance of their duties and in the order named shall exercise all the powers of the President in the latter's absence.
3. **Secretary/Treasurer:** The Secretary/Treasurer shall keep minutes of all meetings, and shall keep records and correspondence of all matters pertaining to the activities of the Centre. They shall have custody of the Centre seal. They will also be responsible to oversee the financial aspects of the Centre and supervise the General Manager when applicable to

ensure that monies, deposits, receipts, statements, etc are current and that the General Manager is doing disbursement as directed by the executive committee. They shall present an audited report showing all receipts and expenditures for the current year at the AGM. They shall also present, together with the General Manager, at each General Meeting a monthly statement showing the existing financial conditions of the Centre. Together with the General Manager they shall keep the usual books of account showing all the receipts and disbursements together with such other records of the financial business of the Centre as the Executive Committee may request. They shall be required to produce, with the assistance of the General Manager, all financial records of the Centre for inspection of the Executive Committee or its appointees at any time upon request.

4. **Building and Grounds:** Works directly with the General Manager to oversee -the various aspects of the operations of the arena and community centre are being followed, upheld, following all laws, permits, building maintenance. and -are providing support as required with contractors and consultants. Together they will provide a detailed report to the board of directors at the monthly board meetings and will provide a report for the Annual General meeting . **Past President:** Act as a resource person assisting the President and Board of Directors when and if required. They can assist the Executive in rendering decisions, assist the President in forming a nominating committee, chair elections at the AGM, and may exercise a vote as a member of the Executive.

Section 3 Directors

The Board of Directors shall have power to do all things necessary for the successful operation of the club and without restricting the generality of the foregoing, be empowered to:

1. Administer the funds of the Centre in such manner and for such purposes as it may decide are beneficial to the well being and advancement of the objects of the organization.
2. Decide to commence any new form of activity or sport considered desirable and likewise to discontinue any form of activity or sport being conducted under the auspices of the Centre.
3. Expel from the Centre any person guilty of improper conduct and/or if holding office, for failure to properly carry out his duties as such Officer and for any infraction of the rules and regulations of the organization.
4. Any person sitting on the Board of Directors shall not have a paid position, i.e. Ice Maker or Caretaker, or General Manager.

5. All directors are responsible to report monthly to the Board of Directors in the event of their regular meetings.

Section 4 Board of Directors Duties

1. Winter Sports Coordinator: This position is responsible for overseeing all the winter sports in the Centre. All winter sports (even if organized by another party) appointed by this individual should report to this above mentioned position on a regular basis and obtain access to the Board of Directors. They are responsible for the organization, distribution, and collection of all winter sports equipment. Their duties include implementing the registration process with input from the General Manager.

2. Summer Sports Coordinator: This position is responsible for overseeing all the summer sports in the Centre. All summer sports (even if organized by another party) appointed by this individual should report to this above mentioned position on a regular basis and obtain access to the Board of Directors. They are responsible for the organization, distribution, and collection of all summer sports equipment. Their duties include implementing the registration process with input from the General Manager.

3. Adult Programs Coordinator: This position's responsibility is to assist the-General Manager to coordinate adult programs in the Centre. Together they will investigate possible programs to run in the Centre, as well as determine which programs require assistance or be removed from the Centre's program offerings. Their duties will also include determining appropriate registration processes and costs in cooperation with the General Manager and program instructors.

4. Youth Programs Coordinator: This position's responsibility is to assist the General Manager to coordinate youth programs in the Centre. Together they will investigate possible programs to run in the Centre, as well as determine which programs require assistance or be removed from the Centre's program offerings. Their duties will also include determining appropriate registration processes and costs in cooperation with the General Manager and program instructors.

5. Member at Large (1 position): This position is responsible to support the Centre in its events by participating in committees and performing duties as agreed to by the Centre's board. They should also be involved in the community and bring forward both their own and community members' ideas to further the role of the Centre in the community.

Passed at February 4, 2021 board meeting.