

VARSITY VIEW COMMUNITY ASSOCIATION Inc.

BYLAWS

The executive of the Varsity View Community Association Inc., pursuant to Article 6.05 of the Constitution, enacts bylaws as follows:

BYLAW 1 - Duties of Directors

1.01 President

- a) Presides as chairperson at all meetings of the executive and community association;
- b) Is responsible for preparation of the agenda for meetings;
- c) Has signing authority for documents and cheques drawn on community association funds;
- d) Represents the association to the various levels of government and other agencies;
- e) Ensures that all executive members are adequately trained in their duties and functions;
- f) Is ex-officio member of all executive committees and designates jobs to committees.

1.02 President Elect

- a) In the absence of the President, assumes all authority and responsibility generally designated to the President;
- b) Assists the President with the leadership and direction of the association;
- c) Is responsible for coordinating all standing committees;
- d) Is in line to assume the President's position upon the expiration of the current President's term.

1.03 Past President

- a) Is a member of the executive for a minimum of one year following the expiration of his/her President's term;
- b) Provides guidance and support for the President Elect and the Board of Directors;
- c) May assume responsibilities as determined and designated by the executive;
- d) Chairs meetings in the absence of both the President and President Elect.

1.04 Secretary

- a) Records, preserves, distributes and reads the minutes of all executive, general and special meetings of the association;
- b) Keeps a record of all committees and committee members and maintains attendance records of the executive;
- c) Is responsible for notification of all executive members of next meetings;
- d) Handles all correspondence as directed by the executive.

1.05 Treasurer

- a) Keeps regular books and records of the association's finances;
- b) Has signing authority on documents and cheques drawn on association funds;
- c) Prepares and presents financial statements for regular association meetings;
- d) Presents the annual financial statement at the Annual General Meeting;
- e) Prepares a budget projection for executive approval at the beginning of each fiscal year.

1.06 Indoor Program Coordinator(s)

- a) Is responsible for the coordination and management of all indoor recreation activities in cooperation with the Community Services Department and the School Boards;
- b) Is responsible for appointing indoor coordinators (as required) and assigning their various duties.

1.07 Sport Coordinators – Basketball, Football, Soccer & Softball

- a) Acts as liaison with the community association and respective sport organization;
- b) Is responsible for recruiting and appointing coaches;
- c) Represents his/her respective sport at all meetings of the association.

1.08 Rink Coordinator

- a) Is a member of the Board of Directors;
- b) Is responsible for coordinating the operation of the community outdoor rink;
- c) Supervises all staff that are hired or volunteer to work at the rink.

1.09 Social Director

- a) Is responsible for organizing and coordinating all social activities and functions for the neighbourhood served by the community association.

1.10 Equipment Coordinator

- a) Is responsible for maintaining an inventory of all community association equipment;
- b) Coordinates the allocation of equipment as required.

1.11 Volunteer Coordinator

- a) Is responsible for recruiting neighbourhood residents as potential board or committee members.

1.12 Members at Large

- a) Are directors that are available for appointment to duties, responsibilities and committees as deemed necessary by the board.

1.13 Albert Community Centre Representative

- a) Is appointed to the board of the community association by the Albert Community Centre association;
- b) Is responsible for representing the Albert Community Centre at all community association meetings and functions.

1.14 Community Garden Coordinator

- a). Is selected from the community garden planning committee to attend board meetings.
- b). Is responsible for communication between the community garden and the board.