



**LAKERIDGE COMMUNITY ASSOCIATION**

**ARTICLES OF INCORPORATION, BYLAWS  
& POLICIES/PROCEDURES**

**Last Ratified: April 28, 2022 Annual General Meeting**

**Corporation Number: 209608**

## REVISION HISTORY

Revision Number	Description	Date
1	Original	December 11, 1989
2	Updated	unknown
3	Reviewed	unknown
4	Reviewed	March 24, 2010
5	Review and revise Bylaws, Articles and Policies/Procedures	December 16, 2021
6	Distribution of updated Bylaw Document	January 18, 2022
7	Adoption of LRCA Articles, Bylaws, and Policies	April 28, 2022
8	Revision of bylaw 7 (meeting quorums)	April 20, 2023
9	Revisions to bylaws 1, 3 and 6 as well as policy 6	April __, 2024
10		

# CONTENTS

## **Articles of Incorporation**

- Article 1 – Name of Corporation
- Article 2 – Municipality of Registered Office
- Article 3 – Class of Membership
- Article 4 – Right to Transfer Membership Interests
- Article 5 – Number of Directors
- Article 6 – Type of Corporation
- Article 7 – Restrictions
- Article 8 – Dissolution of Corporation

## **Bylaws of the Association**

- Bylaw 1 – Boundaries
- Bylaw 2 – Objectives
- Bylaw 3 – Membership
- Bylaw 4 – Board of Directors
- Bylaw 5 – Powers of the Board of Directors
- Bylaw 6 – Election of the Board of Directors
- Bylaw 7 – Meetings
- Bylaw 8 – Voting
- Bylaw 9 – Financial Affairs
- Bylaw 10 – Cooperation with other Associations/Agencies
- Bylaw 11 – Amendments
- Bylaw 12 – Disputes and Liabilities
- Bylaw 13 – Dissolution

## **Policies & Procedures**

- 1 – Cost as a Barrier
- 2 – PIPEDA Privacy Legislation
- 3 – Newsletter Advertising
- 4 – Board of Directors Job Descriptions
- 5 – Pledging of Credit Policy
- 6 – Membership Policies
- 7 – Program Refund Policy
- 8 – Cheque Request Policy

# **ARTICLES OF INCORPORATION**

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## **Article One – Name of the Corporation:**

1.1 The name of this association shall be the **Lakeridge Community Association (LRCA)**

## **Article Two – Municipality of Registered Office:**

2.1 Saskatoon, SK

## **Article Three – Class of Membership:**

3.1 **Resident Membership** shall be open to any individual, family, or household whose principal residence, resides within the boundaries of the Association, or whose children attend Bishop Pocock and/or Wildwood School, upon payment of (any) required fees and have the right to a vote.

3.2 **Non-Resident Membership** shall be open to any individual or family whose principal residence, resides outside the boundaries of the Association and upon approval of the Board of Directors and payment of (any) required fees and have the right to a vote.

## **Article Four – Right to Transfer Membership Interests:**

4.1 None

## **Article Five – Number of Directors:**

5.1 Minimum of Five (5), Maximum of Twenty (20)

## **Article Six – Type of Corporation:**

6.1 The corporation is a Saskatchewan *Charitable* Corporation.

## **Article Seven – Restrictions:**

7.1 None

## **Article Eight – Dissolution of the Corporation:**

- 8.1 Upon dissolution of the liquidation of the corporation, all the remaining assets of the corporation after payment of all debts and liabilities shall be donated to:
- a.) A charitable corporation
  - b.) A registered charity within the meaning of the income tax act (Canada)
  - c.) A municipality
  - d.) The government of Canada or a government of any province or an agency of any of those governments
  - e.) Any combination of the bodies described in clauses a to d
- 8.2 Any motion towards dissolution must meet the requirements in accordance to the Non-profits Corporations Act.
- 8.3 Any motion, which would authorize dissolution of the Association, must be approved by  $\frac{3}{4}$  majority of eligible voters present before it can be implemented.
- 8.4 In the event that dissolution is approved, a panel of at least three (3) trustees must be appointed to oversee the wind up of all outstanding financial affairs of the Community Association in accordance with the following guidelines:
- (a) The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts for which the Association may be accountable.
  - (b) Assets such as sports equipment acquired with major financial assistance from another organization shall revert back to that organization if it is still in existence.
- 8.5 Any motion for dissolution requires at least ninety (90) days notice and publication in at least three (3) written newsletters or through a combination of written newsletters and website (if available).

# BYLAWS OF THE ASSOCIATION

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## **Preamble:**

- a.**     ***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.
- a.1 “Act” means The Non-Profit Corporations Act of Saskatchewan, or its successor, as from time to time amended;
- a.2 “Articles” means the Articles of Incorporation filed pursuant to the Act, as from time to time amended or restated;
- a.3 “Annual General Meeting” means the annual meeting described in By-law 6 below.
- a.4 “Board” means the Board of Directors of the Corporation;
- a.5 “Corporation” means Lakeridge Community Association Inc;
- a.6 “Director” means an elected member of the Board of Directors.
- a.7 “Members” means the members of the Corporation who are Members in good standing;
- a.8 “Neighbourhood” means the community of Lakeridge in the City of Saskatoon.
- a.9 “Ordinary Resolution” means a resolution passed by a majority of votes cast;
- a.10 “Special Resolution” means a resolution passed by two thirds of votes cast.
- b.**     In the event of any question as to the meaning or interpretation of this or any other Bylaw of the Corporation, the interpretation of the Board of Directors shall be final and conclusive.
- c.**     ***Any work or expression used but not defined*** has, unless the context otherwise requires, the same meaning as provided in the Not-For-Profit Corporations Act.
- d.**     Herein after the Lakeridge Community Association shall be called "the Association" or "LRCA".

**Bylaw One – Boundaries:**

- 1.1 Lakeridge Community Association shall include all of the area that lies within the following Boundaries of Saskatoon: bounded on the **NORTH** by Taylor Street East; bounded on the **WEST** by Weyakwin Drive; bounded on the **EAST** by Boychuk Drive; and on the **SOUTH** by Circle Drive.



- 1.2 The **permanent address** of the Association shall be:

City of Saskatoon – Attn: LRCA Community Consultant  
3130 Laurier Drive  
Saskatoon, SK  
S7L 5J7

- 1.3 The **mailing address** of the Association shall be:

P.O. Box 39119;  
RPO Lakewood,  
Saskatoon, SK  
S7V 0A9

## **Bylaw Two – Objectives:**

- 2.1 To promote and assist in the development of the educational, recreational, and social well being of the residents within the designated boundaries.
- 2.2 To encourage a sense of community and work to improve the quality of life of the people of the neighbourhood.
- 2.3 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 the Public & Catholic School Boards, and other organizations and agencies;
  - c) Raising funds for carrying out and furthering Association objectives

## **Bylaw Three – Membership:**

- 3.1 There shall be two *Classes of Memberships* available- Resident and Non-Resident. (See article 3.)
- 3.2 **Resident Members** in good standing shall be given priority to participate in association activities over non-resident members and other neighbourhood participants. Non- Resident members shall be given priority over other neighbourhood participants.
- 3.3 **Membership fees** shall be paid annually at a date stipulated by the board. The Board may set these fees annually.
- 3.4 Memberships shall be valid from **August 1-July 31** of each year.
- 3.5 A **member in good standing** is entitled to the rights and privileges of the Association, including holding office.
- 3.6 Confirmation of membership status may be obtained by contacting a member of the **Board of Directors**.

## **Bylaw Four – Board of Directors:**

- 4.1 The Business of the Association shall be managed by the Board of Directors elected duly from the membership of the Association and shall consist of not less than 5 or more than 16 directors
- 4.2 Under *extraordinary circumstances* where there are fewer than 5 Director Members on the Board of Directors, a three member Director body may be formed in order to conduct business. This Director body would consist of the:
  - a. President
  - b. Treasurer
  - c. Secretary



- 4.3 Any position may be a co-position / shared position, equaling one vote.
- 4.4 In addition to the directors, the Community Services Department Community Consultant shall be an ex officio member of the board. This position will have all the rights and privileges of a Board Director with the exception that they shall not have voting powers on motions made.

### **Bylaw Five – Powers of the Board:**

- 5.1 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 for discreditable conduct.
  - d) Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next Annual General Meeting, at which time an election 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.
  - f) The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
  - g) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
  - h) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary.
  - i) Provide bylaws as a supplement to the Articles of Incorporation where deemed necessary
  - j) The duties and responsibilities of all Board of Directors (Policy #4) should be reviewed on an annual basis, prior to the fall annual meeting, and be revised as required.
  - k) Suspend from the Board of Director any member who is absent for three (3) consecutive meetings without having given satisfactory explanation to the President prior to the monthly meeting.
  - l) Approve all proposed fundraising projects of the Association.
- 5.2 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association, and to promote its objectives.
- 5.3 The Directors may appoint members in good standing where necessary to be responsible for specified committees or duties.
- 5.4 Only elected Directors of the Corporation (I.e., excluding ex-officio members of the Board) are entitled to vote at meetings of the Board.
- 5.5 All questions before the Board shall be determined by majority vote. (See bylaw 9 for voting requirements)
- 5.6 Any Director of the Board who shall, for any reason, cease to hold office shall turn over to the Board all documents, records, books, funds, or Corporation property.

- 5.7 A Director is entitled to receive notice of and to attend and be heard at every meeting of the Board.
- 5.8 The Board may by Ordinary Resolution at any meeting suspend from the Board any Director who is absent for three consecutive meetings without having given a satisfactory explanation to the President, or who fails to carry out his or her duties as an elected officer. Such a suspension shall continue until the Director's removal from office is considered by the Board.
- 5.9 Any Director may be removed from office by Ordinary Resolution of the Members present at a Special Meeting or Annual General Meeting.

**Bylaw Six – Election of Board of Directors:**

- 6.1 The Association shall be governed by an elected Board of Directors. Elections shall occur at the Annual General Meeting (AGM) of the Association. Board terms shall not end until the end of the AGM, and at the end of their term.
- 6.2 Not more than 50% of the Board of Directors should be retired annually.
- 6.3 The newly elected Directors shall be elected for a two (2) year term (these being in alternate years) with the exceptions of President and Vice President, who shall serve a one (1) year term.
- 6.4 The Board of Directors shall be elected on a rotational basis of *Even* and *Odd* numbered years (excludes the positions designated as one-year terms).

**Currently:**

<b>Even Years</b>	<b>Odd Years</b>
President (one-year term)	Vice President (one-year term)
Meeting Recorder (two-year term)	Treasurer (two-year term)
Membership Coordinator (two-year term)	Website & Media Coordinator (two-year term)
Programs Coordinator (two-year term)	Special Events Coordinator (two-year term)
Communications Coordinator (two-year term)	Facilities Director (two-year term)
Soccer Coordinator (two-year term)	Basketball Coordinator (two-year term)
Rink Operator (two-year term)	Special Projects Coordinator
St. Luke School Liaison (two-year term)	Lakeridge School Liaison (two-year term)
Member At Large #2	Members At Large #1
<b>Court Coordinator</b>	Members At Large #3

*Ex-Officio Members: Past President, Community Consultant, Principals of Lakeridge School and St. Luke School*

**MAXIMUM OF 20 TO MATCH ARTICLE 5**

- 6.5 Any member of the Association considered in **good standing** is entitled to the rights and privileges of the Association, including holding office or to be a candidate for office.

- 6.6 Elections shall be by a show of hand unless agreed on by a 2/3 majority of voting members present that secret ballot is required.
- 6.7 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 6.8 Nominations of candidates shall be in accordance with generally accepted rules of order:
- 6.9 If necessary, a *Nominating Committee* of three shall be appointed by the Directors 30 days prior to the Annual General Meeting.
- 6.10 If needed per 6.9, the *Role of the Nominating Committee* - shall be to try and identify at least one nominee for each position vacant on the Board. Nominations will also be accepted from the floor at the Annual General Meeting.
- 6.11 The maximum amount of non-resident members on the Board of Directors at any one time shall not exceed two.
- 6.12 All elected board directors will review and agree to the duties of the board of directors defined in LRCA Policy 4.
- 6.13 The Corporation shall indemnify any Director of the Corporation for liability incurred by such Director directly as a result of honestly and in good faith carrying out his or her duties.
- 6.14 In addition to the Directors, the following person shall be ex officio on the Board of Directors and shall be deemed to be Members of the Corporation: the Principal of St. Luke School, the Principal of Lakeridge School, the Community Consultant of the City of Saskatoon Community Services Department; the person designated, from time to time, by the St. Luke School Community Council as its representative; the person designated, from time to time, by the Lakeridge School Community Council as its representative.

#### **Bylaw Seven – Meetings:**

- 7.1 There shall be at least one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held before the end of our fiscal year in April. (March or early April.)
- 7.2 General business meetings of the Board shall be conducted at least 10 times per year. (July and December typically break from meetings.)
- 7.3 Election of Board of Directors shall take place at the Annual General Meeting.
- 7.4 The AGM is open to all members of the Association in good standing and all residents within the Association's designated boundaries.
- 7.5 Notice of the time and place of an Annual General Meeting or Special Meeting shall be sent to all Members not less than 15 days or more than 50 days before the meeting and all notices of a Special Meeting and no other business shall be transacted.

- 7.6 The order of business for the **Annual General Meeting** shall be as follows:
- a) Call to Order
  - b) Review Minutes of the previous Annual General Meeting
  - c) Business arising from Minutes
  - d) President's Report
  - e) Directors' Reports
  - f) Election of Officers
  - g) New Business
  - h) Adjournment
- 7.7 Quorum to conduct meetings:
- a) **General Business Meetings** is a minimum of five (5) voting directors
  - b) **Special Meetings** is a number equaling at least 2/3<sup>rd</sup> of voting directors
  - c) **Annual General Meeting** is a number equaling at least 2/3<sup>rd</sup> of voting directors
- 7.8 **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 five (5) of the sitting Board of Directors, or twenty (20) voting members.
- 7.9 Annual General Meeting or Special meeting notice shall be published not less than fifteen (15) and not more than thirty (30) days after receiving the request. The notice may take the form as a notice in the Community Association newsletter and or other public media as deemed necessary.
- 7.10 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 7.11 In addition to the AGM the Board of Directors shall hold a minimum of six (6) meetings per annum.
- 7.12 Board of Directors meetings (**General Business Meetings**) shall be open to general attendance, however only the Board members may present motions and vote.
- a) All business transacted at meetings, necessary to the day-to-day operation of the Association, is deemed to be general business.
  - b) All Board members shall be notified of every meeting in hard or electronic or other means with at least five (5) days' notice.
  - c) The Board at any meeting may decide to hold further regular meetings by adopting a resolution stating the day, hour and place of the regular meeting and no further notice of those meetings shall be required.
  - d) The Board may waive notice of a meeting by his or her attendance at a meeting or, if not in attendance by stating so by hard or electronic or other means.
  - e) The president or his/her designate shall preside at meetings of the Association, and at the meetings of the Board.

- 7.13 No special business may be transacted at a meeting of members unless the notice of the meeting states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.

### **Bylaw Eight – Voting:**

- 8.1 Amendments to the Articles of Incorporation and Bylaws must be passed by at least 2/3 majority of the members present.
- 8.2 The Association, may, by special resolution at a general or special meeting of the members called, remove any Board member from office in accordance with section 96 points 1, 2, and 3 of the Saskatchewan Non-Profits Corporations Act.
- 8.3 Quorum at Board (Business) meetings of the Association requires a minimum of five (5) sitting directors.
- 8.4 Each Association member is entitled to only one vote on each question, even if they may be entitled to more than one vote due to board positions held.
- a) Voting at a meeting shall be by show of hands except where a secret ballot is requested by one (1) member.
  - b) Voting for the Election of Board members shall be by show of hands unless secret ballot is requested by at least a 2/3 majority of voting members present.
  - c) No proxy votes will be allowed.

### **Bylaw Nine – Financial Affairs:**

- 9.1 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 Board may determine and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 9.2 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures:
- a) **Signing Authority** will be approved for up to four (4) directors. The Association will approve choice of directors.
  - b) The Treasurer shall cause to be kept, proper records and accounts of all transactions.
  - c) The financial statements shall be prepared within one month after fiscal year end in each year and the directors shall meet to approve the financial statements and shall evidence their approval by the signature of the **Treasurer (Director of Finance), President or two designates of the Board.**
  - d) A copy (hard or electronic) of the financial statement shall be available to each member in good standing upon request.
  - e) A yearly written report of the reviewed financial activities of the Association shall be presented each year to the Non-Profit Corporations Branch of Saskatchewan Justice.

- f) A written financial summary and most current bank statement should be presented at each meeting of the Board of Directors.
- 9.3 All property of the Association shall be the responsibility of the Board and the Director shall see that a correct inventory of property is kept.
- 9.4 The fiscal year of the Association shall be May 1 to April 30.
- 9.5 The Board shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Board. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM.
- 9.6 No Director or officer of the Corporation shall have the power to pledge the credit of the Corporation or to enter into a contract or an agreement on behalf of the Corporation unless the transaction has been approved by the Board, or, in the case of an obligation or contractual liability in excess of \$5,000, by the Members at the Annual General Meeting or Special Meeting when this is outside the proposed budget.
- 9.7 The Corporation may, where deemed necessary, waive, reduce or rebate activity fees of any Member with just cause.
- 9.8 Any director needs approval by the Board of Directors for any purchase over projected budget.

**Bylaw Ten – Cooperation with other Associations/Agencies:**

- 10.1 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 Articles of Incorporation or Bylaws that it considers necessary in cooperating with those associations.
- 10.2 The Association should, where deemed necessary, subsidize the activity fees of community association members, and honour other community membership fees as needed.

**Bylaw Eleven – Amendments:**

- 11.1 The Board of Directors may, by resolution, make, amend, or repeal any *bylaws* that regulate the activities of the Association.
  - a) All resolutions enacted will be brought forward to the membership at the next AGM for ratification.
  - b) Resolutions failing ratification will be null and void and the preexisting resolution will be reinstated and adhered to.
  - c) Except in the case of the first bylaws, every bylaw, amendment, or repeal thereof shall state an effective date.

d) Bylaws, policies, amendments, or repeals are effective from the day of the enacted resolution of the Board.

11.2 Proposed amendments to the *Articles of Incorporation* must be in writing and presented to the Board of Directors not less than thirty (30) days prior to the Annual General Meeting.

- a) Full details of the amendment to Articles must be made available through the notice of the meeting
- b) Article amendments shall require at least 2/3 majority of the votes cast at the AGM to be ratified.
- c) No amendment to the Articles of Incorporation is effective until the Association has filed the Article of Amendment with the Corporate Registry.

**Bylaw Twelve – Disputes and Liabilities:**

12.1 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Directors shall be final and binding.

12.2 No Director or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

**Bylaw Thirteen – Dissolution of the Association:**

13.1 In the event of a liquidation or dissolution of the Associations remaining property, after payment of all debts and liabilities, shall be distributed in accordance with Section 96 of the Non-Profit Corporations Act.

All property of the Association shall be the responsibility of the Director. The Director shall see that a correct inventory of property is kept.

# **POLICIES & PROCEDURES OF LRCA**

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## **Policy 1.1 Cost as a Barrier**

The 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 Director member.

### **Procedure**

1. Information on the Cost as a Barrier Policy will be included in distributed newsletters as well as on the Association online registration system.
2. The Association accepts funding through the KidSport organization and encourages eligible families with youth wishing to register in sports programs to apply through KidSport first. Any fees not covered by KidSport will need to be paid by other means, which may include funding through the Cost as a Barrier program.
3. Please contact the Treasurer by email at [treasurer@lakeridgecommunity.ca](mailto:treasurer@lakeridgecommunity.ca) to request support through the Cost as a Barrier Program.
4. The request for financial support will be reviewed by the Board of Directors or a Board-appointed subcommittee or individual. Recommendations will be made to the Board at the next available meeting and a decision made at that time.
5. Financial support will be considered for families whose annual income is within the Low Income Cut off (LICO) as directed by the City of Saskatoon guidelines.
6. Families seeking financial assistance are highly encouraged to pay the annual Association Household Membership Fee as well as the portion of program fees that they can afford.
7. Requests for assistance beyond one program per family member per session will be given a lower priority in the Board's funding allocation decisions.



## **Policy 2.1 PIPEDA Privacy Agreement**

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The Association has based its policy on the Canadian PIPEDA (Personal Information Protection & Electronic Documents Act), which is a recommended best practice for charitable Community Associations in Canada.

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### **Principles**

1. **Accountability** – This policy governs the actions of Directors and volunteers around member information and can be used as a resource in resolving requests and compliance challenges.
2. **Purposes** – We provide the purposes for which your personal information is to be used or disclosed.
3. **Consent** – We require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information. Should the purpose change, new consent must be obtained.
4. **Limits on Collection** – We only require collection of information essential to our services, and we collect it by fair and transparent means. Supply of non-vital information is optional.
5. **Limits on Use, Disclosure, Retention** – Information is used, disclosed, or retained only according to the identified purposes and policies, or as required by law.
6. **Accuracy** – We aim for retention of accurate, complete, and up-to-date personal information as necessary for the proper functioning of the association and to inform effective decision-making.
7. **Safeguards** – We will protect your personal information from loss, theft, or any unauthorized access, disclosure, copying, use, or modification through appropriate security measures.
8. **Openness** – Our organizational policies are communicated to members, are made readily available, and are written in a clear, easy to understand language.
9. **Individual Access** – Upon request, we will give you access to your personal information collected by the Community Association.
10. **Challenging Compliance** – Complaints or challenges to the Association’s compliance with this policy will be investigated and responded to. Corrective actions will be taken as appropriate.

### **2.2 Collection & Use Policy**

Personal information is collected and retained by the Membership Director of the Community Association and may be accessed by Directors only as needed to carry out their identified **duties**.

### **2.3 Disclosure Policy**

The Community Association will share only pertinent information with program leaders, coaches, and volunteers in order to support effective program registration, administration, and safety. This shared information is limited to participant name, age, and notes to instructor, as well as household contact phone and email.

During the registration process, individuals who claim membership in another Community Association within the City of Saskatoon consent to the disclosure of their name, contact email, phone number, and address to the named Association as needed for the WCA to verify that they indeed hold a membership in good standing. In all other aspects their information is governed according to this policy exactly as if they held a WCA membership.

## **2.4 Retention Policy**

Information collected by the Association shall be retained only as long as necessary to fulfill the Association's essential functions, and shall be destroyed within a period of 8 years after it is collected or consent was last given.

Information provided to individual program leaders, coaches, and volunteers outside of official Association communications channels shall be retained by the individual only as long as necessary to fulfill program administration and shall be destroyed within a period of 6 months after the event or the participant's registration in the program ends.

## **2.5 Consent Policy**

You consent to the collection, use, disclosure, and retention outlined in this policy of the personal information you provide when you:

1. Purchase a household membership
2. Register you or a family member in an Association program or event
3. Submit a written or online form to the Association
4. Send a written or online letter or message to the Association

## **2.6 Compliance Policy**

Complaints or challenges to the Association's compliance with this policy may be communicated in writing to the **Communications Coordinator** or to the **President**.

Occurrences will be investigated by the Board of Directors or a subcommittee appointed thereby, and care will be taken to ensure the matter is kept confidential and any named Directors or volunteers are secluded. Upon completion of the investigation, a response will be issued and corrective actions taken as appropriate.

### **Policy 3.1 Newsletter Advertising**

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

Size / Format	Ad Cost (1 newsletter)
Business Card Size + Online (approx. 3 5/8" x 2")	\$45
Online Only (business card proportions)	\$25

2. If an advertisement submitted for publication does not match the proportions shown above, its size may be reduced to ensure it does not exceed its allotted rectangular footprint.
3. Printed advertisements appear in the seasonal LRCA newsletters. (Typically 3 per year during the months of August, December, and February.) The Communications Coordinator and volunteers strive to distribute copies of the newsletter to as many households as reasonably possible within the geographical Lakeridge neighbourhood boundaries.
4. All online advertisements are added, removed, and updated at the time of newsletter publication.
5. 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.
6. Neighbourhood Schools and not for profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with numerous resources through use of their facilities.
7. Advertising opportunities will be open to all businesses and organizations; however, the Association reserves the right to refuse any material, in particular material which may be considered prejudicial or controversial.

#### **Procedure**

1. To place an ad or for more information, contact [communications@lakeridgecommunity.ca](mailto:communications@lakeridgecommunity.ca)
2. All advertisements submitted must be approved by the Communications Coordinator.
3. If the Communications Coordinator is unsure of any advertising submissions, he/she may take the item to the Board of Directors (BOD) for review to determine a final decision regarding inclusion within the newsletter.
4. In the case of disputes between the Communications coordinator and potential advertisers, the Board will provide the final decision on any submission.

## **Policy 4.1 Duties of the Board of Directors**

In addition to the duties below, all members holding director positions agree to provide a **monthly report** relative to their position with the LRCA, and attend a minimum of 7/10 **General Board Meetings** annually, as well as monitor their designated email account and **respond to emails** in a timely manner.

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### **President**

- Presides as chairperson at all meetings of the Director and community association;
- Is responsible for preparation of the agenda for meetings;
- Has signing authority for documents and cheques drawn on community association funds;
- Represents the association to the various levels of government and other agencies;
- Ensures that all Director members are adequately trained in their duties and functions;
- Is ex-officio member of all Director Sub-Committees and designates tasks to committees.

### **Vice President**

- In the absence of the President, assumes all authority and responsibility generally designated to the President;
- Assists the President with the leadership and direction of the association;
- Is responsible for coordinating all standing committees.

### **Secretary (Meeting Recorder)**

- Records, preserves, distributes and reads the minutes of all Director, general and special meetings of the association;
- Keeps a record of all committees and committee members and maintains attendance records of the Director;
- Is responsible for notification of all Director members of next meetings;
- Handles all correspondence as directed by the Director.
- Provides relevant content for the newsletter to the communications coordinator derived from the minutes.

### **Treasurer**

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

## **Program Coordinator(s)**

### **Children's Programs:**

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

### **Adult Programs:**

- Is responsible for the coordination and management of all indoor and outdoor recreation activities for adults and seniors;
- Is responsible for appointing additional volunteers (as required) and assigning their various duties.

## **Facilities Coordinator(s)**

- Is responsible for booking and renting indoor spaces for Association programs and special events;
- Acts as liaison between the Association and the facility management on issues that arise during the booking and for the duration of the rental process.

## **Communications Coordinator**

- Is responsible for the preparation of all association newsletters and other such communiqués;
- Is responsible for coordinating the distribution of association publications.
- Will provide assistance and content for the Social Media Coordinator.

## **Sport Coordinators – Basketball, Football, Soccer, Softball & Volleyball (as required)**

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

## **Website and Social Media Coordinator**

- Administers and maintains the Association website including ensuring stable and secure hosting;
- Manages the information and tools available on the website and oversees the regular postings of the board of Directors;
- Is responsible for appointing additional volunteers (as required) in order to publish and maintain website content.
- Administers and oversees social media accounts and services that the Association engages in;
- Monitors any generic communication channels (e.g. non-specific Association email addresses, social media contact inboxes, website contact form submissions) and redirects inquiries to other Directors and volunteers as needed;
- Provides for the moderation of comments and submissions to official online message boards, groups, or forums that the Association creates in a way that safeguards its good reputation;
- Works in collaboration with the Communications Coordinator to ensure an open channel of communication from the board with the community.

## **Rink Coordinator(s)**

- Is a member of the Board of Directors;
- Is responsible for coordinating the operation and maintenance of the community outdoor rink;

- Responds to rink rental inquiries and administers the rental process;
- Supervises all staff that is either hired or volunteer to work at the rink.

### **Special Events Coordinator (formerly Social Coordinator)**

- Is responsible for organizing and coordinating all social activities and functions for the neighbourhood served by the community association.
- Is an active contributor of ideas for fundraising and community engagement activities.

### **Membership Coordinator**

- Coordinates selling of memberships and maintains an accurate membership list;
- Provides membership lists for program registrations;
- Coordinates, organizes and oversees any annual efforts to encourage more membership purchases.

### **Members at Large**

- Are directors that are either available for appointment to duties, responsibilities and committees as deemed necessary by the Board of Directors.

### **School Community Council Liaisons (1 for Lakeridge School & 1 for St. Luke)**

- Responsible for representing the School Community Council (SCC) at all CA meetings.
- Responsible for reporting to and representing the CA at all SCC meetings.

### **Policy Five – Pledging of Credit:**

5.1 No Director 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 monetary sum that has not been previously approved by the membership.

### **Policy Six – Membership Agreements:**

6.1 Membership fees are applied annually, commencing **August 1 to July 31**.

6.2 All new members will receive a registration confirmation and invitation to attend meetings. A record of membership shall be maintained by the Membership Coordinator.

6.3 Each individual Member in good standing, 18 years of age or over, who is actually present at the Annual General Meeting, shall be entitled to one vote. Where a Member is a family, each person in the immediate family, 18 years and over, shall be entitled to one vote. If any Member so requests, election for any office shall be by secret ballot.

6.4 Members in good standing shall be given priority to participate in association activities over residents of other communities. Non-residents must either have a valid membership from his or her community or purchase a membership from the Corporation.

6.5 A Member is not liable in his or her individual capacity of any debt or liability of the Corporation.

6.6 The objectives of the Corporation shall be carried out without pecuniary gain to its Members; and any profits or accretion of the Corporation shall be used in the promoting of its objectives.

#### Procedure

1. A record of membership will be maintained by the membership coordinator.
2. Memberships will be accepted via website.

## **Policy Seven – Refunds:**

7.1 Membership fees are non-refundable.

7.2 Full refunds are available for programs cancelled by the LRCA prior to the start date.

7.3 If registration fees were paid by cheque, no refunds will be issued until all cheques have cleared the bank.

### Program Withdrawal Procedure:

1. Please contact [treasurer@lakeridgecommunity.ca](mailto:treasurer@lakeridgecommunity.ca) to request a program withdrawal and refund.
2. The refunded value is subject to a \$5 processing fee and is based on the timing of the withdrawal request:
  - A 100% refund is issued if it is requested prior to the beginning of the program.
  - A 50% refund is issued if 50% or less of the program has been completed.
  - No refund is issued if greater than 50% of program has been completed.
  - A pro-rated refund may be issued with Board approval for special requests with extenuating circumstances.

## **Policy Eight – Director Reimbursement:**

8.1 Directors will submit a cheque request form and applicable receipts or invoices to the treasurer prior to each general business meeting.

8.2 The treasurer agrees to reconcile all cheque requests once per month during the week following the general business meeting.

8.3 The LRCA cheque request form will be available to each board member via Sync. Members will include “Cheque Request Form” in the subject title of their email to the treasurer.