


T.K. SPARKS

Bylaws of Penticton Neighbourhood Association (the "Society")

PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

"**Act**" means the *Societies Act* of British Columbia as amended from time to time;

"**Board**" means the directors of the Society elected or appointed to the neighbourhood and community executives;

"**Bylaws**" means these Bylaws as altered from time to time;

"**Captain**" means the leaders of the Society elected or appointed to the neighbourhood and community executives;

"**Community**" means the City of Penticton as defined by its boundaries described in the Penticton Official Community Plan.

"**Executive**" means the board of directors and captains of the Society elected or appointed to the neighbourhood or community executives;

"**Neighbourhood**" means a district within the community;

"**Neighbourhood team**" means Society members that reside within a specified neighbourhood area;

"**Resident**" means a person who lives in Penticton permanently or on a long-term basis;

"**Visitor**" means a person visiting Penticton, especially socially or as a tourist.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 – MEMBERS

Registration for membership

2.1 Upon registration a resident or visitor of Penticton becomes a member.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Participation of members in neighbourhood team general meetings

2.3 The following members may participate in neighbourhood team general meetings:

- (a) a Penticton resident or visitor residing in the identified boundaries of the neighbourhood team;
- (b) a Penticton resident or visitor appointed by members residing in the identified boundaries of the neighbourhood team to preside as the chair;
- (c) a Penticton resident or visitor seeking to coordinate the first meeting for a neighbourhood team as delegated by the Neighbourhood Executive.

Participation of members in neighbourhood general meetings

2.4 The following members may participate in neighbourhood general meetings:

- (a) a Penticton resident or visitor residing in the identified boundaries of the neighbourhood;
- (b) a Penticton resident or visitor appointed by members residing in the neighbourhood to preside as the chair;
- (c) a Penticton resident or visitor seeking to coordinate the first meeting for a neighbourhood as delegated by the community executive.

Participation of members in community general meeting

2.5 The following members may participate in community general meetings:

- (a) any member in good standing.

Membership competency requirements

2.6 Any resident or visitor who, with or without the guidance of an advisor, parent, or guardian, understands and commits to upholding the constitution of the Society and complies with these Bylaws may become a member upon registration.

Membership dues

2.7 Membership shall never be dependent on payment of any dues, fees, or other financial obligations.

Member and non-member contributions

2.8 Any financial or in-kind contribution from an individual or organization must be used to uphold and advance the purpose of the Society's constitution.

Member (resident) not in good standing

2.9 A resident (member) is not in good standing if the member no longer resides in the community.

Member (visitor) not in good standing

2.10 A visitor (member) is not in good standing if the member is no longer visiting the community.

Member not in good standing may not vote, participate, or influence

2.11 A voting member who is not in good standing:

- (a) may not vote at a general meeting; and
- (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members; and
- (c) shall not have any authority, influence, or recourse on the actions, decisions, or outcomes of the Society.

Termination of membership if member not in good standing

2.12 A person's membership in the Society is terminated if the person is not in good standing for 4 consecutive weeks.

PART 3 – TEAMS, NEIGHBOURHOODS, & COMMUNITY

Role of neighbourhood teams

- 3.1** Neighbourhood teams are responsible for doing, or making the necessary arrangements for, the following:
- (a) develop, execute, promote, and support projects that make the community and its neighbourhoods more democratic, equitable, inclusive, resilient, and sustainable for all residents and visitors;
 - (b) voluntarily exchange resources and services between team members to provide support for residents and visitors who need it;
 - (c) communicate issues that cannot be resolved internally to the neighbourhood executive;
 - (d) communicate ideas, outcomes, proposals and resolutions of team meetings to their respective neighbourhood captain.

Role of neighbourhoods

- 3.2** Neighbourhoods are responsible for doing, or making the necessary arrangements for, the following:
- (a) develop, execute, promote, and support projects that make the community and its neighbourhoods more democratic, equitable, inclusive, resilient, and sustainable for all residents and visitors;
 - (b) voluntarily exchange resources and services among neighbourhood residents and visitors to provide support for those who need it;
 - (c) communicate issues that cannot be resolved internally to the community executive;
 - (d) communicate ideas, outcomes, proposals and resolutions of neighbourhood meetings to the community captain.

Role of community

- 3.3** The community is responsible for doing, or making the necessary arrangements for, the following:
- (a) develop, execute, promote, and support projects that make the community and its neighbourhoods more democratic, equitable, inclusive, resilient, and sustainable for all residents and visitors;
 - (b) voluntarily exchange resources and services within the community to provide support for residents and visitors who need it;

- (c) communicate issues that cannot be resolved internally to a special captain as appointed by special resolution;
- (d) communicate ideas, outcomes, proposals and resolutions of community meetings to residents and visitors.

Role of team captains

3.4 Team captains are responsible for doing, or making the necessary arrangements for, the following:

- (a) supervise and assist members residing in the identified boundaries of their respective neighbourhood team in the execution of their duties as members of the Society;
- (b) communicate ideas, outcomes, proposals and resolutions of team meetings to their respective neighbourhood captain.

Election or appointment of neighbourhood team captains

3.5 Members entitled to vote for the election or appointment of the neighbourhood team captain must elect or appoint the captain:

- (a) at the designated neighbourhood team annual general meeting:
 - i) in the same calendar year as the provincial municipal election; or
 - ii) through an ordinary resolution during an inaugural neighbourhood team general meeting.

Term of office of neighbourhood team captains

3.6 Elected team captains shall serve a term of four years or, upon being elected or appointed to a vacant position, the remaining term prior to the election of a member to the position or the next designated neighbourhood team annual general meeting.

Term of appointment of team captain filling casual vacancy

3.7 A team captain appointed by voting members to fill a vacancy ceases to hold that position:

- (a) at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy; or
- (b) upon the election of a new team captain from a by-election.

Election of vacant team captain positions

3.8 Members entitled to vote for the election of a vacant team captain must elect a member:

- (a) at a by-election scheduled to occur no later than 30 days from when the position became vacant.

Team captain residency requirements

3.9 Team captains must reside in the identified boundaries of the neighbourhood team.

Number of neighbourhood teams

3.10 Neighbourhoods shall consist of the following neighbourhood teams:

- 1) those that have been established by special resolution at neighbourhood general meetings.

Number of neighbourhoods

3.11 The community shall consist of the following neighbourhoods:

1) Columbia-Duncan:

- (i) north of Warren Avenue East, east of Government Street, south of Eckhardt Avenue East, and to the eastern boundary of the community.

2) Main Central:

- (i) north of Warren Avenue, east of Highway 97, south of Eckhardt Avenue/Highway 97, and west of Government Street.

3) Main North:

- (i) north of Eckhardt Avenue/Highway 97, east of the Penticton Channel, south of Okanagan Lake, and west of Penticton Creek.

4) Main South:

- (i) north of the Skaha Lake Marina, east of Hwy 97, south of Warren Avenue, and west of South Main Street.

5) Uplands:

- (i) north of Eckhardt Avenue East, east of Penticton Creek, to the northern boundary of the community, and to the eastern boundary of the community.

6) Wiltse:

(i) to the southern boundary of the community, east of South Main Street and Skaha Lake, south of Warren Avenue East, and to the eastern boundary of the community.

7) neighbourhoods that have been established by special resolution at neighbourhood general meetings.

Number of communities

3.12 The Society shall consist of the following communities:

1) the city of Penticton as defined by its boundaries described in the Penticton Official Community Plan.

2) communities that have been established by special resolution at community general meetings.

Alteration or establishment of neighbourhood teams

3.13 Neighbourhood teams may be altered or established through a special resolution voted on at a neighbourhood general meeting.

Alteration or establishment of neighbourhoods

3.14 Neighbourhoods may be altered or established through a special resolution voted on at a community general meeting.

Alteration or establishment of community

3.15 Communities may be altered or established through a special resolution voted on at a community general meeting.

PART 4 – GENERAL MEETINGS

Time and place of neighbourhood team general meetings

4.1 Neighbourhood team general meetings:

- (a) may be held at a time and place determined by members of the neighbourhood team; and
- (b) must be held at least quarterly throughout the year.

Conduct of neighbourhood team general meetings

4.2 Teams may regulate their meetings and proceedings as they think fit.

Time and place of neighbourhood general meeting

4.3 Neighbourhood general meetings:

- (a) may be held at a time and place determined by members of the neighbourhood executive; or
- (b) may be held at a time and place determined by a popular vote organized by members in good standing residing within the boundaries of the neighbourhood; and
- (b) must be held at least quarterly throughout the year; and
- (c) for the Annual General Meeting must be held prior to June 30.

Time and place of community general meetings

4.4 Community general meetings:

- (a) may be held at a time and place determined by members of the community executive; or
- (b) may be held at a time and place determined by a popular vote organized by community members in good standing; and
- (b) must be held at least quarterly throughout the year; and
- (c) for the Annual General Meeting must be held prior to June 30.

Ordinary business at general meetings

4.5 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;

- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of executive directors;
- (e) election or appointment of executive captains;
- (f) appointment of an auditor, if any;
- (g) business arising out of a report of the community or neighbourhood executives not requiring the passing of a special resolution.

Notice of special business

4.6 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of neighbourhood team general meeting

4.7 The following individual is entitled to preside as the chair of a team general meeting:

- (a) a member in good standing residing within the identified boundaries of the neighbourhood team, typically the team captain;
- (b) a member in good standing appointed by members residing in the identified boundaries of the neighbourhood team to preside as the chair;
- (c) a member in good standing seeking to coordinate the first general meeting for a neighbourhood team as delegated by the neighbourhood executive.

Chair of neighbourhood general meeting

4.8 The following individual is entitled to preside as the chair of a neighbourhood general meeting:

- (a) any member of the neighbourhood executive, typically the neighbourhood captain or, in their absence, the vice-captain;
- (b) a member in good standing seeking to coordinate the first general meeting for a neighbourhood as delegated by the community executive.

Chair of community general meeting

4.9 The following individual is entitled to preside as the chair of a community general meeting:

- (a) any member of the community executive, typically the president or, in their absence, the vice-president or community captain.
- (b) a member in good standing seeking to coordinate the first general meeting for the community.

Alternate chair of general meetings

4.10 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

4.11 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Accessibility considerations required

4.12 Business shall not be transacted at a general meeting until all reasonable efforts have been made to accommodate the accessibility needs of members wanting to participate.

Quorum for neighbourhood team general meetings

4.13 The quorum for the transaction of business at a neighbourhood team general meeting is:

- (a) eighty-five percent (85%) of voting members that reside within the boundaries of the neighbourhood team that registered to attend; and
- (b) the team captain.

Quorum for neighbourhood general meetings

4.14 The quorum for the transaction of business at a neighbourhood general meeting is:

- (a) eighty-five percent (85%) of voting members that reside within the boundaries of the neighbourhood that registered to attend; and
- (b) fifty percent (50%) plus one (1) of the neighbourhood team captains; and
- (c) the neighbourhood captain; and
- (d) fifty percent (50%) plus one (1) of the neighbourhood Board of Directors.

Quorum for community general meetings

4.15 The quorum for the transaction of business at a community general meeting is:

- (a) eighty-five percent (85%) of voting members that registered to attend; and
- (b) fifty percent (50%) plus one (1) of the neighbourhood captains; and
- (c) the community captain; and
- (d) fifty percent (50%) plus one (1) of the community executive.

Lack of quorum at commencement of meeting

4.16 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated; and
- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

4.17 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

4.18 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

4.19 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 7 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

4.20 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint executive members, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

4.21 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 10% of present voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

4.22 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

4.23 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

4.24 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Matters decided at neighbourhood general meeting by special resolution

4.25 The following matters must be decided by a special resolution at a neighbourhood general meeting:

- (a) Altering the boundary of a neighbourhood team:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the neighbourhood general meeting affected by the proposed changes must be in favour; and
 - ii) sixty percent plus one (60% + 1) of voting members in attendance at the neighbourhood general meeting must be in favour.
- (b) Establishing a neighbourhood team:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the neighbourhood general meeting must be in favour.
- (g) removing an elected or appointed neighbourhood executive member from their position:
 - i) seventy-five percent plus one (75% + 1) of voting members in attendance at the neighbourhood general meeting must be in favour.
 - ii) fifty percent plus one (50% + 1) of executive members in attendance at the neighbourhood general meeting must be in favour.

Matters decided at community general meeting by special resolution

4.26 The following matters must be decided by a special resolution at a community general meeting:

- (a) altering the Society's Bylaws:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the community general meeting must be in favour; and
 - ii) fifty percent plus one (50% + 1) of executive captains in attendance at the community general meeting must be in favour.
- (b) altering the Society's constitution:
 - i) seventy-five percent plus one (75% + 1) of voting members in attendance at the community general meeting must be in favour.
 - ii) fifty percent plus one (50% + 1) of executive captains in attendance at the community general meeting must be in favour.
- (c) altering the boundary of a neighbourhood:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the community general meeting affected by the proposed changes must be in favour; and
 - ii) sixty percent plus one (60% + 1) of voting members in attendance at the neighbourhood general meeting must be in favour.
- (d) altering the boundary of the community:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the community general meeting must be in favour.
- (e) establishing a neighbourhood:
 - i) seventy-five percent plus one (75% + 1) of voting members in attendance at the community general meeting affected by the proposed changes must be in favour; and
 - ii) seventy-five percent plus one (75% + 1) of voting members in attendance at the neighbourhood general meeting must be in favour.
- (f) establishing a new community under the Bylaws and Constitution of the Society:
 - i) seventy-five percent plus one (75% + 1) of voting members in attendance at the community general meeting must be in favour.
 - ii) fifty percent plus one (50% + 1) of executive members in attendance at the community general meeting must be in favour.

- (g) removing an elected or appointed community executive member from their position:
 - i) seventy-five percent plus one (75% + 1) of voting members in attendance at the community general meeting must be in favour.
 - ii) fifty percent plus one (50% + 1) of executive members in attendance at the community general meeting must be in favour.
- (h) amending the Penticton Neighbourhood Association Financial Terms of Reference:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the community general meeting must be in favour.
- (h) electing or appointing a special captain:
 - i) sixty percent plus one (60% + 1) of voting members in attendance at the community general meeting must be in favour.

Notice of declaration of special resolution at general meetings

4.27 A special resolution must be submitted to the community or neighbourhood executive for consideration no later than ten (10) days prior to the general meeting.

PART 5 – NEIGHBOURHOOD AND COMMUNITY EXECUTIVES

Neighbourhood executive composition

5.1 The neighbourhood executives shall consist of the following positions:

- 1) the neighbourhood board of directors; and
- 2) the neighbourhood captain.

Community executive composition

5.2 The community executive shall consist of the following positions:

- 1) the community board of directors; and
- 2) the community captain; and
- 3) the neighbourhood captains.

Number of neighbourhood executives

5.3 Each established neighbourhood shall have one (1) neighbourhood executive.

Number of community executives

5.4 The community shall have one (1) community executive.

Number of boards on neighbourhood executive

5.5 The neighbourhood executives shall each have one (1) board of directors.

Neighbourhood board of directors composition

5.6 The neighbourhood boards shall consist of the following positions:

- 1) Vice-Captain;
- 2) Treasurer;
- 3) Secretary.

Number of captains on neighbourhood executive

5.7 Each neighbourhood executive shall have one (1) neighbourhood captain.

Number of boards on community executive

5.8 The community executive shall have one (1) board of directors.

Community board of directors composition

5.9 The community board shall consist of the following positions:

- 1) President;
- 2) Vice-President;
- 3) Treasurer;
- 4) Secretary.

Number of captains on community Executive

5.10 The community executive shall have:

- 1) one (1) community captain; and
- 2) the neighbourhood captains elected or appointed from each neighbourhood executive.

PART 6 – EXECUTIVE MEETINGS

Time and place of neighbourhood executive meetings

6.1 Neighbourhood executive meetings:

- (a) may be held at a time and place determined by members of the neighbourhood executive; and
- (b) must be held at least quarterly throughout the year in the months of February, May, August, and November.

Time and place of community executive meetings

6.2 Community executive meetings:

- (a) may be held at a time and place determined by members of the community executive; and
- (b) must be held at least quarterly throughout the year in the months of March, June, September, December.

Calling neighbourhood executive meeting

6.3 A neighbourhood executive meeting may be called by the neighbourhood captain, or by any two other members of the neighbourhood executive.

Calling community executive meeting

6.4 A community executive meeting may be called by the president, community captain, or by any 2 other members of the community executive.

Notice of neighbourhood executive meeting

6.5 At least ten (10) days' notice of a neighbourhood executive meeting must be given unless all the executive members agree to a shorter notice period.

Notice of community executive meeting

6.6 At least ten (10) days' notice of a community executive meeting must be given unless all the executive members agree to a shorter notice period.

Proceedings valid despite non-receipt of notice

6.7 The non-receipt of a notice by an executive member does not invalidate proceedings at the meeting.

Conduct of executive meetings

6.8 The executives may regulate their meetings and proceedings as they think fit.

Quorum of executive members at neighbourhood executive meeting

6.9 The quorum for the transaction of business at a neighbourhood executive meeting is:

- (a) the neighbourhood captain is present;
- (b) the vice-captain is present;
- (c) the secretary or treasurer is present.

Quorum of executive members at community executive meeting

6.10 The quorum for the transaction of business at a community executive meeting is:

- (a) the president or the vice-president is present;
- (b) the community captain is present;
- (c) at least fifty percent (50%) of neighbourhood captains are present;
- (d) the secretary or treasurer is present.

PART 7 – ELECTION AND APPOINTMENT OF EXECUTIVE POSITIONS

Members must be elected or appointed to executive positions

7.1 Members must be elected or appointed to executive positions unless appointed to a position during the registration of the Society.

Election or appointment of neighbourhood executive positions

7.2 Members entitled to vote for the election or appointment of the neighbourhood executive must elect or appoint the executive:

(a) at the designated neighbourhood annual general meeting:

- i) in the same calendar year as the provincial municipal election; or
- ii) through an ordinary resolution during an inaugural neighbourhood team general meeting.

Term of office of neighbourhood executive

7.3 Elected members of the neighbourhood executive shall serve a term of four years or, upon being elected or appointed to a vacant position, the remaining term prior to the election of a member to the position or the next designated neighbourhood annual general meeting.

Election or appointment of community executive

7.4 Members entitled to vote for the election or appointment of the community executive must elect or appoint the executive:

(a) at the designated community annual general meeting:

- i) in the same calendar year as the provincial municipal election; or
- ii) through an ordinary resolution during an inaugural community team general meeting.

Term of office of community executive

7.5 Elected members of the community executive shall serve a term of four years or, upon being elected or appointed to a vacant position, the remaining term prior to the election of a member to the position or the next designated community annual general meeting.

Executive members may fill casual vacancy on executive

7.6 The executives may, at any time, appoint an executive member as an executive to temporarily fill a vacancy that arises on the executive as a result of the resignation, death or incapacity of an executive during the executive's term of office.

Term of appointment of executive member filling casual vacancy

7.7 An executive member appointed by the executive to fill a vacancy ceases to hold that position:

- (a) at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy; or
- (b) upon the election of a new executive member from a by-election.

Election of vacant executive positions

7.8 Members entitled to vote for the election of a vacant executive position must elect a member:

- (a) at a by-election scheduled to occur no later than 30 days from when the position became vacant.

Removal of neighbourhood executive member from position

7.9 Neighbourhood executive members who are elected or appointed to positions may be removed from their position by way of special resolution at a neighbourhood general meeting.

Removal of community executive member from position

7.10 Community executive members who are elected or appointed to positions may be removed from their position by way of special resolution at a community general meeting.

Special captains

7.11 Executive members who are elected or appointed to positions on the board in addition to the positions described in these Bylaws are elected or appointed as special captains. Special captain positions may only be filled by way of special resolution at a community general meeting.

PART 8 – ROLES OF EXECUTIVES AND EXECUTIVE MEMBERS

Role of neighbourhood executives

8.1 The neighbourhood executives must manage, or supervise the management of, the activities and internal affairs of their respective neighbourhoods and neighbourhood teams.

Role of community executive

8.2 The community executive must manage, or supervise the management of, the activities and internal affairs of the community, its neighbourhoods, and executives.

Role of community president

8.3 The community president is the chair of the community executive and is responsible for supervising executive members in the execution of their duties.

Role of neighbourhood vice-captain

8.4 The neighbourhood vice-captain is the vice-chair of the neighbourhood executive and is responsible for carrying out the duties of the captain if the captain is unable to act.

Role of community vice-president

8.5 The community vice-president is the vice-chair of the community executive and is responsible for carrying out the duties of the president if the president or is unable to act.

Role of neighbourhood secretary

8.6 The neighbourhood secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of neighbourhood general meetings and neighbourhood executive meetings;
- (b) taking minutes of neighbourhood general meetings and neighbourhood executive meetings;
- (c) working with the community secretary in keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of their respective neighbourhood executive;

- (e) working with the community secretary in filing the annual report of the Society and making any other filings with the registrar under the Act.

Role of community secretary

8.7 The community secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of community general meetings and community executive meetings;
- (b) taking minutes of community general meetings and community executive meetings;
- (c) working with the neighbourhood secretaries in keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the community executive;
- (e) working with the neighbourhood secretaries in filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

8.8 In the absence of the secretary from a meeting, the community or neighbourhood executive must appoint another individual to act as secretary at the meeting.

Role of neighbourhood treasurer

8.9 The neighbourhood treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) working with the community treasurer in receiving and banking monies collected from neighbourhood members or other sources;
- (b) working with the community treasurer in keeping accounting records in respect of the Society's financial transactions;
- (c) working with the community treasurer in preparing the Society's financial statements;
- (d) working with the community treasurer in making the Society's filings respecting taxes.

Role of community treasurer

8.10 The community treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) working with neighbourhood treasurers in receiving and banking monies collected from members or other sources;
- (b) working with neighbourhood treasurers in keeping accounting records in respect of the Society's financial transactions;
- (c) working with neighbourhood treasurers in preparing the Society's financial statements;
- (d) working with neighbourhood treasurers in making the Society's filings respecting taxes.

Role of neighbourhood captains

8.11 Neighbourhood captains are the chairs of their respective neighbourhood executives and are responsible for supervising executive members in the execution of their duties. They are also responsible for doing, or making the necessary arrangements for, the following:

- (a) supervise and assist members residing in the identified boundaries of their respective neighbourhood in the execution of their duties as members of the Society;
- (b) communicate ideas, outcomes, proposals and resolutions of neighbourhood general meetings and neighbourhood executive meetings to the community captain;
- (c) manage, or supervise the management of, the activities and internal affairs of their respective neighbourhood teams.

Role of community captain

8.12 Community captains are responsible for doing, or making the necessary arrangements for, the following:

- (a) supervise and assist community members in the execution of their duties as members of the Society;
- (b) communicate ideas, outcomes, proposals and resolutions of community meetings and community executive meetings to the neighbourhood captains;
- (c) manage, or supervise the management of, the activities and internal affairs of neighbourhood captains.

Neighbourhood executive residency requirements

8.13 Individuals must reside within the boundaries of a designated neighbourhood to be elected or appointed to a neighbourhood executive position.

Community executive residency requirements

8.14 Individuals must reside within the boundaries of the community to be elected or appointed to a community executive position.

PART 9 – REMUNERATION OF EXECUTIVE MEMBERS AND SIGNING AUTHORITY

Remuneration of neighbourhood directors

9.1 These Bylaws permit the Society to pay neighbourhood directors remuneration for the following:

- (a) any expenses incurred in the carrying out of their responsibilities within reasonable limits as established by the community executive.

Remuneration of neighbourhood captains

9.2 These Bylaws permit the Society to pay neighbourhood captains remuneration for the following:

- (a) any expenses incurred in the carrying out of their responsibilities within reasonable limits as identified by the community executive.
- (b) an annual salary determined to be the lesser of:
 - i) two percent (2%) of any monetary contributions earned by the Society;
 - ii) the average income for a household in the community as determined by the most current Canada Census information.

Remuneration of community directors

9.3 These Bylaws permit the Society to pay community directors remuneration for the following:

- (a) any expenses incurred in the carrying out of their responsibilities within reasonable limits as established by the community executive.

Remuneration of community captain

9.4 These Bylaws permit the Society to pay the community captain remuneration for the following:

- (a) any expenses incurred in the carrying out of their responsibilities within reasonable limits as identified by the community executive.
- (b) an annual salary determined to be the lesser of:
 - i) four percent (4%) of any monetary contributions earned by the Society;
 - ii) one point five times (1.5x) the average income for a household in the community as determined by the most current Canada Census information.

Signing authority

9.5 A contract or other record to be signed by the Society must be signed on behalf of the Society:

- (a) by the community president or captain, together with one other community director;
- (b) if the community president or community captain is unable to provide a signature, by the community vice-president together with one other community director;
- (c) if the community president, community captain, and community vice-president are all unable to provide signatures, by any 2 other community directors;
- (d) in any case, by one or more individuals authorized by the community executive to sign the record on behalf of the Society.

Employment of neighbourhood directors

9.6 These Bylaws do not permit the Society to employ neighbourhood directors.

Employment of neighbourhood captains

9.7 These Bylaws permit the Society to employ neighbourhood captains.

Employment of community directors

9.8 These Bylaws do not permit the Society to employ community directors.

Employment of community captain

9.9 These Bylaws permit the Society to employ the community captain.