



## OAK BANK & DISTRICT COMMUNITY CLUB

1020 Almey Avenue  
Oakbank, MB ROE 1J0

April 2015

### CONSTITUTION

1. NAME:

\*The name of this organization shall be "Oak Bank and District Community Club Inc.", herein after referred to as "OBCC".

2. PURPOSE:

The purpose of OBCC is to plan, initiate and conduct a broad range of recreational and community activities for the membership on a year round basis, through the planning, development, and management of the OBCC facilities and grounds

3. OBJECTIVES:

- 3.1. To make available a variety of leisure activities to members of all ages and abilities.
- 3.2. To cooperate with other community leisure organizations to provide recreation and leisure opportunities.
- 3.3. To communicate with members so as to determine their needs for recreational and community activities, and to provide information of the activities and programs being offered by the OBCC.
- 3.4. To prepare budget, financial and activity reports for presentation to general and Executive Committee membership.
- 3.5. To promote activities through which funds may be raised to support the activities of OBCC.
- 3.6. To plan for the continued operation of OBCC and its programs through the recruitment and training of volunteers.

4. MEMBERSHIP:

- 4.1. The membership of the OBCC shall normally consist of those persons residing within the Rural Municipality of Springfield.
- 4.2. All residents of the Eastman Region may use the facilities and take part in the programs provided by the OBCC, but the OBCC shall be specifically concerned with meeting the needs of its members.

5. FISCAL YEAR:

The fiscal year of OBCC shall be from September 1st to August 31<sup>st</sup>.

6. EXECUTIVE COMMITTEE AND BOARD:

- 6.1. The business affairs of OBCC shall be managed by the Executive Committee, which has been elected at the Annual General Meeting of the membership.
- 6.2. The Executive Committee shall consist of a minimum of four Officers: the President, Past President, Vice President of Programs, Vice President of Revenue, Secretary, Treasurer, and Arena Manager.
- 6.3. Members of the Executive Committee must live within the RM of Springfield and be eighteen (18) years of age or older at the time of election.
- 6.4. The Board will consist of the Executive Committee and Representatives from each Program Committee or their designate.
- 6.5. Members of the Executive Committee are to serve without remuneration. Any Executive Committee member may be reimbursed for reasonable expenses incurred by them in the performance of their duties.

7. EXECUTIVE COMMITTEE POWERS:

The Executive Committee shall have the power to do all things necessary for the successful operation of OBCC, thus be empowered to:

- 7.1. Administer the funds of OBCC in such a manner and for such a purpose as it may decide are beneficial to the well being and advancement of the objectives of OBCC.
- 7.2. To commence any new form of activity or sport considered desirable by the membership or in like manner discontinue any form of activity or sport being conducted under the auspices of OBCC.
- 7.3. Expel or suspend from OBCC any person guilty of misconduct or any infraction of the rules and regulations of OBCC.
- 7.4. To ensure that OBCC is operating on a non-politico and nonsectarian basis. As such, the award or renewal of a contract, or the termination of any contract of service or employment outside of the contract terms, will require minimum two thirds approval of all members of the Executive Committee.
- 7.5. Notwithstanding any other provisions of the constitution, appoint committees, either standing temporarily: prescribe their duties, powers and duration thereof. All committees shall be responsible and accountable to the Executive Committee.
- 7.6. Hire a Community Club Coordinator, assign duties, negotiate a contract of employment and set a reporting arrangement.
- 7.7. Hire an arena and grounds person, assign duties, negotiate a contract of employment and set a reporting arrangement.

## 8. ELECTION OF OFFICERS AND TERMS OF OFFICE:

- 8.1. All Executive Committee members, except the Past President, shall be elected at the Annual General Meeting (AGM).
- 8.2. The election dates of the Executive Committee members will be staggered as follows:

<u>Odd Calendar Year</u>	<u>Even Calendar Year</u>
<ul style="list-style-type: none"><li>• President</li><li>• Secretary</li><li>• VP Revenue</li></ul>	<ul style="list-style-type: none"><li>• VP Programs</li><li>• Treasurer</li><li>• Arena Manager</li></ul>
- 8.3. The chair of the AGM will accept nominations from the floor or in advance of the AGM from other forms of communication including in-writing or by email or similar means.
- 8.4. If more than one person is vying for an Executive Committee position the Chair of the AGM will appoint a scrutineer who will: distribute ballots, make an official count, announce the results at the meeting through the Chair and post-election, destroy all ballots.
- 8.5. The elected Executive Committee shall take office at the beginning of the fiscal year, unless immediately required.
- 8.6. The term of office shall be two years in duration, taking effect the following September 1st. No officer shall serve more than two consecutive terms in any one position, whenever possible.
- 8.7. In the event of a vacancy, the Executive Committee may elect a qualified member to fill the vacancy(s) for the remaining term of office. Such appointment(s) must have the majority approval of the Executive Committee.
- 8.8. Should the President tender his/her resignation in writing, this precludes that person from assuming the role of Past President.

## 9. VOTING AND RESOLUTIONS:

- 9.1. At the Annual General Meeting or any Special General Meeting of the OBCC, members eighteen (18) years or older in attendance shall be entitled to a vote.
- 9.2. At Board Meetings, each Executive Committee member in attendance shall be entitled to one vote.
- 9.3. A simple majority shall approve all motions with the exception of amendments to the constitution and by-laws and the award or renewal of a contract, or the termination of any contract of service or employment outside of the contract terms.
- 9.4. No proxy votes shall be accepted.
- 9.5. The President may only vote in the event of a tie.
- 9.6. The Chair may at his/her discretion require any contentious issue to be voted on by ballot.
- 9.7. Any member can request a recorded vote at any time.

## 10. COMMITTEES:

The following are the committees:

### 10.1. Program Committees shall:

- Provide a representative to participate on the OBCC Board as a non-voting member
- Be responsible for their programs fund raising.
- Plan and coordinate an annual sports/leisure program.
- Be responsible for submitting their annual budgets and financial statements at the end of each season.
- Will report to the VP of programs.
- Submit a list of their committee members to the secretary.

### 10.2. Special Committees

Special Committees may be established as deemed appropriate by the Executive Committee for the conduct of the current year's business or future planning. The Executive Committee shall define the duties and the terms of these committees.

## 11. FINANCE:

11.1. The Executive Committee shall administer all funds and securities of OBCC and present an Annual Financial review at the Annual General Meeting.

11.2. All Special Committees shall submit a budget to the Executive Committee for approval. The budget should include an estimate of expenditures and revenue and will be received two months prior to commencing operations. Final reports will be in accordance with the following schedule:

- |                          |   |
|--------------------------|---|
| *11.2.a Special events   | 15 days after event                     |
| *11.2.b Capital projects | 30 days after completion of the project |

11.3. All funds raised by or on behalf of, or under the auspices of OBCC, must have prior approval of the Executive Committee.

11.4. The books and records of OBCC shall be open to inspection by the members at all times, upon reasonable notice to the Executive Committee.

11.5. All invoices must indicate the vendor's name. Expenditures above \$500.00 not covered by the budget must be presented as a notice of motion to the Executive Committee. In cases of emergencies, the President shall have the authority to approve such expenses.

11.6. All cheques or withdrawals must have two signatures.

11.7. All funds and securities of the club shall be deposited in the name of OBCC with a recognized financial institution, which shall be selected by the Executive Committee.

## 12. MEETINGS:

12.1. The Executive Committee will meet once a month except during the month of July. Additional meetings will be held at the discretion of the Executive Committee. Notice of meetings including minutes of the previous meeting shall be distributed to each executive member and committee chair at least seven days prior to the meeting.

- 12.2. The Annual General Meetings shall be held each year during the month of April, when possible.
- 12.3. Special Meetings may be convened at any time by the President or on the request of three members. Notice of the meeting specifying the issue shall be given at least 48 hours in advance.
- 12.4. Committee meetings should be required and will be held at the discretion of the Committee Chair. The Chair will provide a report to the Executive Committee at the next regularly scheduled meeting.
- 12.5. All regular meetings of the Board shall be open to the public. Any member wishing to appear on the agenda must give notice to the president at least seven days prior to the meeting. The Executive Committee will have the right to deny any such request with written notification stating the reasons for denial.

### 13. QUORUMS:

- 13.1. The quorum for transaction of business at a regular or special meeting of the Executive Committee shall consist of not less than a simple majority of the executives in office at the time.
- 13.2. The quorum for the transaction of business at a Special General Meeting shall be not less than 10 members of the club including not less than a simple majority of the executives in office at the time.
- 13.3. The quorum for the transaction of business at an Annual General meeting shall be not less than 10 voting members, including not less than a simple majority of the executives in office at the time.
- 13.4. Meetings shall be adjourned and no business conducted if there is no quorum within thirty minutes after the scheduled start time of the meeting.

### 14. AMENDMENTS:

- 14.1. Amendments to the Constitution and/or the By-Laws may be made by at the Annual General Meeting or a Special General Meeting of the OBCC.
- 14.2. Approval of amendments to the Constitution and/or Bylaws shall require a two-thirds majority vote of eligible voters present at the Annual General Meeting or Special General Meeting.
- 14.3. Approval of amendments to the Bylaws shall require a simple majority vote of the Executive Committee in attendance at a Special Meeting.
- 14.4. Notice of a motion of such an amendment will be posted on the OBCC sign and OBCC website 21 days prior to the AGM or Special General Meeting, and/or distributed to members via email, and will be voted on at the AGM or Special General Meeting.

### 15. INTERPRETATION

- 15.1. In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Executive Committee shall be final and conclusive.

## 16. STATEMENT OF APPROVAL

This Constitution approved at the Annual General Meeting of the Oakbank & District Community Club dated April 27, 2015 supersedes all previous Constitutions for the Community Club.

### **BY-LAWS**

#### 1. Conduct of Members

It is the responsibility of each member to maintain a standard of conduct during all OBCC activities. The standard of conduct should reflect good sportsmanship, concern for safety of participants and responsible use of all OBCC facilities.

#### 2. Discipline

- a) All members have the authority to intercede in an instance where a member(s) conduct reflects adversely on OBCC. Any member may initiate disciplinary action by forwarding a written complaint to the appropriate club authority. The Executive Committee has authority to take immediate disciplinary action until further ratification by the Executive Committee can be arranged.
- b) The Executive Committee shall be a disciplinary authority. It shall investigate and take appropriate action. As a result of an investigation the Executive Committee may:
  1. Dismiss the complaint
  2. Issue a reprimand
  3. Suspend membership rights and privileges
- c) Members shall have the right to appeal to the Executive Committee and/or to a general meeting on any disciplinary action.
- d) The Executive Committee may vest disciplinary authority in committee to specific OBCC activities by approving procedural rules for such action. Such disciplinary procedure shall not restrict the provision of section (a), (b), (c), of by-law 2.

#### 3. Food and Beverage

The canteen will supply all food and beverages. Special exceptions can be made for events provided that they receive approval from the Executive Committee 21 days prior to the event.

Any food or beverages brought into the building for distribution needs to have a 21-day prior approval from the Executive Committee.

#### 4. Officers and Duties

- a. Past-President – Shall serve as an advisor to the Board and provide services as required for a period of two (2) years from leaving office and shall have full voting privileges during this period.
- b. President – Shall be the chief executive officer of the OBCC. Shall (if present) preside at all meetings of the OBCC. Shall implement all orders and resolutions of

- the Board and the Executive Committee. Shall be a non-voting member of all committees. Shall prepare and submit to the members at the AGM a report of the preceding year for its approval. Shall only vote to break a tie.
- c. Vice-President Programs – In the absence of the President, assumes the duties and powers of the President. Communicates with all Program committees. Investigates programming options. Shall perform other related duties as may be assigned.
  - d. Vice President Revenue - In the absence of the President or Vice-President Programs, assumes the duties and powers of the President. Develops and implements revenue generating programs and projects. Shall perform other related duties as may be assigned.
  - e. Arena Manager – Shall be responsible for overall operations of the arena facility. Will work closely with facility contractor to develop and implement operation and maintenance plans. Works with VP Programs to assign ice schedule. Shall perform other related duties as may be assigned.
  - f. Secretary – Shall issue or cause to be issued notice of all meetings of the Board and shall ensure the proper recording of such meetings. Shall ensure records are kept of all correspondence pertaining to the business of the OBCC. Shall ensure a list of all Board Members is maintained. Shall perform other related duties as may be assigned.
  - g. Treasurer – Shall ensure the financial activities of the OBCC are properly recorded and that all the funds and securities of the OBCC are secured with a recognized financial institution in the name of the OBCC. Shall present financial reports to all regular meeting of the Board and shall present a budget and an audited financial report to the Annual General Meeting. Shall perform other related duties as may be assigned.

Note: At the option of the Executive Committee, the positions of Secretary and Treasurer may be combined.

## **POLICIES**

### **1983/1984**

- To plan, initiate and conduct a broad range of leisure activities for the benefit of the membership on a continual basis.
- That in cases requiring emergency funding, the Executive Committee institutes a debt servicing policy with the Oak Bank Credit Union.
- The OBCC patronize local business whenever possible.
- The executive upon recommendation of the appropriate chairperson shall authorize that any service requiring hiring, contracting out and/or termination of same.
- The OBCC establish an annual service award.
- Renting of the arena and grounds are to be reviewed by the Executive on occasion.
- All programs will be given equal opportunities and considerations to carry out their leisure activities.

- Any major issues cannot be voted upon at a General Meeting until the issues have been reviewed at an Executive meeting for proper evaluation and then can be reported back to the membership.
- All chairpersons are invited to attend all Executive meetings if they so desire.

**Nov. 1988**

- Any person who has not chosen to pay the “in lieu of work fee” must work an assigned number of hours in the arena canteen. If this person is unable to work, or does not work their assigned hours, or find a replacement to work their hours, their canteen bond cheque will be cashed without further notice.