



FORT GARRY COMMUNITY CENTRE

By-laws of the Fort Garry Community Centre Inc.

By-law 1: Board of Directors

1.0 Residency Intent

All Board Members shall be residents of the Centre as defined in its Constitution.

1.1 Structure

The Board of Directors will consist of an Executive Committee and a number of Directors. The Executive Committee of the Board of Directors will be composed of the President, Past President, Vice President - Operations, Vice President – House and Grounds, Vice President – Sports and Recreation, Secretary, and Treasurer. The Directors of the Board of Directors will consist of the six (6) Directors, and Member-at-Large Director(s).

1.2 Duties

1.2.1 Executive Committee

1.2.1.1 President

The President shall be the Chief Executive Officer of the Centre. Whenever possible, the President should have previous experience on the Board and be familiar with the Constitution and By-laws of the Centre. The duties and responsibilities of the President are to:

- a) preside over all meetings of the Executive Committee and of the Board of Directors.
- b) prepare agendas for any meetings of the Board and submit to the Secretary for distribution with the Board package.
- c) be one authorised Signing Officer.
- d) provide direction to all Board members in the performance of their duties.
- e) act as a liaison with the City of Winnipeg in matters pertaining to the operation of the Centre.
- f) prepare and submit a monthly report to the Secretary at least five days prior to each Board meeting.
- g) prepare a written year-end report of the Centre's activities to be presented at the Annual General Meeting.
- h) vote only to break a tie.
- i) attend meetings of the Operations Committee as needed.
- j) attend General Council of Winnipeg Community Centres (GCWCC) District Board meetings or designate a representative.
- k) ensure representation of the Centre when required.
- l) ensure the Centre operates in compliance with its Constitution, By-laws, Policies and Procedures.



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1.2.1.2 Past President

The Past President shall:

- a) act as a resource person, assisting the President when, and if, required to sit on various committees.
- b) chair the Nominating Committee for the Annual General Meeting.
- c) investigate and report in writing any Member complaints not appearing before the Board and recommend solution(s).
- d) prepare and submit a report to the Secretary as needed.
- e) prepare a written year-end report to be presented at the Annual General Meeting.
- f) be one authorised Signing Officer.
- g) fulfill the role of Acting President in the event the President's position is vacant for an extended period of time.

1.2.1.3 Vice President - Operations

The Vice President - Operations shall:

- a) be one authorised Signing Officer.
- b) responsible for the completion of the bi-annual Programming Reports as required by the City of Winnipeg and their submission to the Secretary in a timely manner.
- c) responsible for the completion of the annual Volunteer Reports as required by the City of Winnipeg and their submission to the Secretary in a timely manner.
- d) serve as Chairperson of the Operations Committee.
- e) prepare and submit a monthly report of the Operations Committee to the Secretary at least five days prior to each Board meeting.
- f) prepare and present a written year-end report of the Operations Committee at the Annual General Meeting.
- g) serve on special committees as necessary.
- h) fulfill the role as President in the event the President is temporarily absent.

1.2.1.4 Vice President - House and Grounds

The Vice President - House and Grounds shall:

- a) oversee and make recommendations pertaining to the operation and maintenance of the Centre's buildings and grounds.
- b) be responsible for completion and submission of the Inventory Report of the Centre to the Secretary in a timely manner.
- c) be responsible for maintaining and updating all site operations manuals.
- d) assist the Sports Director as well as the various sports convenors as necessary for all sports facility scheduling.
- e) oversee all insurance claims.
- f) serve as Chairperson of the Facilities Committee.
- g) prepare and submit a monthly report of the Facilities Committee to the Secretary at least five days prior to each Board meeting.



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- h) prepare and present a written year-end report of the Facilities Committee at the Annual General Meeting.
- i) prepare budget and present to the Board for approval

1.2.1.5 Vice President – Sports and Recreation

The Vice President – Sports and Recreation shall:

- a) co-ordinate and supervise all sports registrations and activities of the Centre.
- b) recruit and assist convenors for all sports activities.
- c) co-ordinate, with the assistance of the Vice President - House and Grounds, all sports facility scheduling.
- d) ensure adequate representation at meetings of affiliated sports governing bodies and ensure the Board of Directors and convenors are informed of all pertinent matters.
- e) develop and submit to the Board an annual budget for various sports programs and equipment for its consideration and approval.
- f) assist identify and obtain equipment requirements.
- g) serve as Chairperson of the Recreation Committee.
- h) prepare and submit a monthly report of the Recreation Committee to the Secretary at least five days prior to each Board meeting.
- i) prepare and present a written year-end report of the Recreation Committee at the Annual General Meeting.

1.2.1.4 Secretary

The Secretary shall:

- a) record and transcribe minutes from all meetings of the Board of Directors.
- b) compile Board package (agenda, minutes of last meeting, financial statements, Director and committee reports, correspondence sent and received, etc.) and distribute to all Board members no later than three days prior to scheduled meetings.
- c) ensure that recorded minutes of meetings and all relevant documentation are stored in a secure manner.
- d) maintain an updated contact list of the Board of Directors and distribute as required.
- e) co-ordinate the Annual General Meeting in consultation with the Executive Committee.
- f) attend meetings of the Operations Committee as needed.
- g) be one authorised Signing Officer.
- h) collect and submit all Centre reports as required.

1.2.1.5 Treasurer

The Treasurer shall:

- a) compile and present an accurate monthly financial report to the Board.
- b) submit financial reports to the Secretary at least three days prior to each Board meeting for inclusion with the monthly Board package.
- c) receive all funds and pay all expenses of the Centre.



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- d) be one authorised signing Officer.
- e) be responsible for all payroll records, government remittances, T4 information and Workers Compensation Board forms.
- f) present year-end financial reviews at the Annual General Meeting.
- g) attend meetings of the Operations Committee as needed.
- h) Ensure all financial records are complete and accessible for year-end audit.
- i) distribute and post the Centre's mail as required.

1.2.2 Directors

The Directors shall:

- a) identify the program needs of the Centre's community.
- b) help develop diverse programming for the Centre to meet the needs of individuals and groups including, but not limited to, youth, seniors, immigrants, special needs.
- c) coordinate and/or assist with all events initiated by the Centre to enhance the Fort Garry Community Centre for all community members.
- d) actively recruit and coordinate volunteers utilizing an established volunteer program.
- e) assist identifying and soliciting advertising sponsors.
- f) attend meetings of, and provide updates to, the Recreation & Facilities Committees as needed.

1.2.2.7 Member-at-Large Director(s)

The Member-at-Large Director(s) shall:

- a) attend Board of Director meetings as necessary.
- b) consider filling any available Board position that may become vacant during the course of the year.
- c) assist the Program Director with the volunteer retention and recognition program.
- d) actively participate in at least one Board committee for the length of the term.

By-law 2: Financial Transparency

- 2.1 No services or supplies shall be pre-paid for more than 50% of a total cost. A minimum of two competing quotes for service should be received prior to Board approval.
- 2.2 The Board authorises the Caretaker to purchase day-to-day supplies as required up to a maximum of \$200.00 before additional approval is required.
- 2.3 All expenditures exceeding \$201.00 shall be reviewed at each regular Board meeting.
- 2.4 Any Board Member who has served less than one (1) term must receive Board approval prior to incurring any expense on behalf of the Centre.

By-law 3: Amendments to the By-laws

- 3.1 Amendments to the By-laws may be made at a Regular or Special Meeting of the Board, upon notice of motion at the previous meeting.



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3.2 Approval of amendments to the By-laws shall require a minimum of two-thirds (2/3) majority of the members in attendance at the Regular or Special Meeting.

By-law 4: Executive Committee

The Executive Committee of the Board of Directors shall consist of the following positions:

- e) President
- f) Past President
- g) Vice President – Operations
- h) Vice President – House and Grounds
- i) Vice President – Sports and Recreation
- j) Secretary
- k) Treasurer

By-law 5: Elections for Board of Directors

The positions on the Board of Directors shall be conducted during the Annual General Meeting and shall be for terms not exceeding two years. Elections of the following positions shall be completed at the Annual General Meeting occurring during odd numbered years:

- a) President
- b) Vice President – House and Grounds
- c) Treasurer
- d) Director (2 positions)
- e) Member-at-Large Director(s)

The following positions shall be elected at the Annual General Meeting occurring during even numbered years:

- a) Vice President – Operations
- b) Vice President – Sports and Recreation
- c) Secretary
- d) Director (4 positions)

Statement of Approval:

These By-laws were approved at the Regular/Special Meeting held on:

_____, 20____,

and now supersede all previous By-laws.

President

Secretary