



Horizon Community League

BY-LAWS



1. Name

1.1 The name of the society shall be the Horizon Community League. The Horizon Community League is a Society incorporated under the Societies Act of Alberta. It is referred to hereinafter as the Horizon Community League.

2. Bylaws

2.1 These are the general bylaws of the Horizon Community League and replace all previous bylaws.

3. Boundaries

3.1 The boundaries of the Horizon Community League are as follows: from the intersection point of Gateway Boulevard and Ellerslie Road SW, east along Ellerslie Road SW to 50 Street SW, south along 50 Street SW to 41 Avenue SW, west along 41 Avenue SW to Gateway Boulevard, north along Gateway Boulevard to Ellerslie Road SW. All descriptions are assumed to follow the centre line of the indicated roadways, with the median and directional lanes being considered as one roadway. These boundaries shall not prohibit areas included in these boundaries separating from the community league or expanding in the future.

4. Membership

4.1 Anyone residing within the Horizon Community League boundaries is entitled to membership. Membership is obtained by paying the annual fee prescribed by the Board of the Horizon Community League.

4.2 Any Member may resign from the Society by providing notice. If a Member has not paid the annual membership fees or has moved outside of the defined boundary, the Member is considered to have submitted his/her resignation.

4.3 Once notice is received, the Member's name is removed from the Membership list. The Member is considered to have ceased being a Member on the date his name is removed.

4.4 A Member is entitled to vote at general meetings (Annual and Special), and to attend Board of Directors meetings.

4.5 A Member of the Horizon Community League may be a Member Not in Good Standing if that Member has intentionally acted to harm the Horizon Community League, as determined by the Board of Directors. Members Not in Good Standing are not entitled to vote at general meetings (Annual and Special), or to attend Board of Directors meetings.

4.6 The Horizon Community League shall maintain a membership in the Edmonton Federation of Community Leagues (EFCL) and the Board of Directors will abide by the EFCL Code of Ethics.

4.7 The Board of Directors may expel any Member from membership for conduct deemed injurious to the Horizon Community League or its purposes.

4.7.1 All complaints heard before the Board must be in writing. Such complaints must specify the bylaw violation or injurious behaviour and cite attempts at discipline prior to the complaint being filed.

4.7.2 Pending a full and proper hearing, such Member will be placed on suspension.

4.7.3 The Member will be given 14 days written notice for the hearing. The Board of Directors will hear the Member's case.

4.7.4 Quorum for such a hearing will be two thirds (2/3) of the Board of Directors.

4.7.5 The Board of Directors will debate the matter "in private" and render a written decision within 72 hours.

4.7.6 At the conclusion of the hearing, the majority vote of the Board of Directors will prevail.

4.7.7 If the Member fails to attend the hearing without reason, the termination will be effective immediately.

4.7.8 On passage of the Board's decision, the name of the Member is removed from the Membership List. The Member is considered to have ceased being a Member on the date his name is removed.

5. Governance

5.1 Board of Directors

5.1 The Horizon Community League is be governed by a Board of Directors consisting of not less than five [5] Directors and not more than twelve [12] Directors. At all times Board members shall be governed by the Horizon Community League Code of Conduct.

5.2 Each Board member shall be elected by majority vote at an Annual General Meeting of the Horizon Community League by the voting Members. In order to be elected to the Board, a candidate must be a Member of the Horizon Community League and must receive the support of a simple majority of those present at the Annual General Meeting.

5.3 A Member elected to the Board at the Annual General Meeting shall assume office at the next meeting for the month immediately after the Annual General Meeting.

5.4 The Board may appoint additional Directors, provided that the number of Directors does not exceed twelve [12]. Any such appointments must have the support of two-thirds (2/3) of the existing Directors on the Board. Any Director who is appointed by the Board must have his or her appointment ratified at the next general meeting of the Horizon Community League. A person so appointed assumes office immediately upon appointment.

5.5 The term of office of a Director shall be two years from the date that he/she assumes office. To ensure continuity within the Board, one half will stand for election each year. Those flagged * below will be elected in even numbered years, all others in odd numbered years.

The Board shall include:

Officers:

*President

Vice- President

*Secretary

Treasurer

Directors:

- Membership
- *Social
- Programs
- *Communications
- Fundraising
- *Civics

5.6 Additional Director roles may be added depending on the evolving needs of the community. Director positions will be approved at an Annual General Meeting and election procedures outlined above will apply.

5.7 A new Director may assume the role of a Director at Large until a general meeting where they may be assigned to a vacant Director role.

5.8 Directors and Officers must live within the Horizon Community League boundaries.

5.9 Any board member whose term is expiring may stand for re-election. They may not be elected to the same position for more than three consecutive terms.

5.10 A Board member may resign from the Board by written notice to the President or Secretary.

5.11 Once a Director or Officer resigns, the Board may appoint a replacement to complete the term.

5.12 A Board member ceases to be a Director by moving outside the Horizon Community League boundaries or not maintaining their Membership.

5.13 The Board or membership may remove a Director for failure to perform the duties of that position. Failure to attend three consecutive meetings without notice shall be grounds for removal of a person from the Board, at the discretion of the majority of the Board.

5.14 The Officers and Directors of the Horizon Community League serve voluntarily and shall not receive remuneration for their services as a board member.

5.15 The Board shall meet regularly at a time and place set by the Board. No more than two consecutive months can pass without a Board meeting. If no meeting is held a Member can call

a meeting providing community notice. At least 50% of the Board of Directors must attend to constitute a quorum. Each Board member shall have one vote on all motions set before the Board. In case of a tie, the President shall have an extra vote.

6. Officer Duties

6.1 The President shall preside over all Horizon Community League general meetings. He/She will ensure that reports of the organization are presented at the general meeting. He/She is also an ex-officio Member of all Horizon Community League committees.

6.2 The Vice-President shall perform the duties of President in the latter's absence. They may also fulfill the roles of vacant positions as the need arises.

6.3 The Secretary shall keep minutes at all general meetings and shall distribute them to all Board members and any other interested parties as required. Minutes and records of the Horizon Community League shall be made available to any Member at their request.

6.4 The Treasurer shall:

- Receive all monies paid to the Horizon Community League and deposit them in the appropriate bank account.
- Issue cheques to pay legitimate expenses of the Horizon Community League.
- Maintain the books of account for the Horizon Community League and submit a report at general meetings, showing the financial status of the Horizon Community League.
- Submit an annual financial report to the membership at the Annual General Meeting.

7. Directors Duties

7.1 Directors shall submit a budget of anticipated costs and revenues to the Board for approval for the work of their assigned portfolios.

7.2 All monies collected for Horizon Community League functions, programs or any other purpose are to be submitted to the Treasurer promptly for deposit.

7.3 Casino funds will be used as stipulated by the gaming license.

7.4 The Fundraising Director will seek additional funds by holding money making events and through other legitimate endeavors. All proposed events and activities must be approved by the Board before commencing the activity.

7.5 The Membership Director shall promote membership in the Horizon Community League.

7.6 The Program Director is responsible for organizing and operating programs based on the identified needs of the community.

7.7 The Social Director is responsible for organizing and operating social activities with a goal of creating positive interactions among Members of the Horizon Community League.

7.8 The Communications Director is responsible for communicating information about the League and its activities to Members, potential Members, and the community.

7.9 The Civics Director is responsible for identifying local community concerns and issues, communicating information to the Board and to the community. This position supports community engagement and responsiveness to neighborhood needs.

8. Finance and Auditing

8.1 The fiscal year for the Horizon Community League shall be from September 1 to August 31.

8.2 The books, accounts, and records of the Secretary and Treasurer will be audited once per year by a duly qualified accountant or by two Members, not currently serving on the Board, elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books will be presented by the Auditor / Members of the Horizon Community League at the Annual General Meeting.

8.3 All cheques, notes or monetary commitments shall be signed by the Treasurer and any one of the other Officers; the President, Vice-President, or Secretary.

8.4 Copies of the annual financial statement will be available to any Members who request them.

8.5 No Board member, or Member of the Horizon Community League, shall commit the Horizon Community League to any expenditure or any indebtedness not previously approved by the

Board. Such approvals will adhere to established policy and include the responsibilities of the Treasurer, approved budgets of Directors, and such specific approvals as designated by the Board.

8.6 The Board cannot commit the Horizon Community League to any indebtedness other than what can be paid from the funds of the Horizon Community League. Any commitment requiring borrowing must be approved at a general meeting of the Members called for this purpose. Full details must be conveyed to all Members by the Board.

8.7 Recognizing that Directors and Officers may incur expenditures on behalf of the League, transactions of a value up to \$200 may be spent by Directors and Officers on program and League related expenses without prior authorization of the Board, following approved policies.

8.8 Expenses, other than those identified in 8.7, must have pre-approval of the Board. Emergency expenses may require the use of email voting as a method of expediting approval. Otherwise, requests for expenditures shall be presented and voted on at a regular general meeting.

8.9 Expenditures exceeding \$15,000 for any one item or project must be presented and voted on at a general meeting or a special meeting called by the Board for this purpose with notice provided to Members. Details of the expense must be presented to the membership and approval of the majority of a quorum of Members is required.

8.10 Where practical, three quotes for goods or services are required, prior to approval being granted by the Board.

9. General Meetings

9.1 Modifications to the bylaws of the Horizon Community League shall be decided upon at general meetings (Annual and Special), by a four-fifths (4/5) majority of Members present at the general meeting. Notice of general meetings shall be given 21 days in advance of the meeting through notification to Membership which may be posted to the Website.

9.2 Matters that result in organizational debt, shall be decided by four-fifths (4/5) majority of Members present at the general meeting (Annual and Special).

9.3 Members of the Horizon Committee League are entitled to vote on all matters at general meetings (Annual and Special).

9.4 The lesser of 10% of active Members or 10 Members present shall constitute a quorum. Any Member present shall have one vote on all motions before the meeting and for each person elected. In case of a tie, the President shall have an extra vote.

9.5 When quorum is not present at a general meeting after one-half (1/2) hour the President can carry on discussion but no decisions for financial or similar obligations can be made. The President may cancel the general meeting if a quorum is not present within one-half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.

9.6 General meetings of the Horizon Community League are open to the public. A majority of the Members present may ask any persons who are not Members to leave.

10. Annual General Meetings

10.1 An Annual General Meeting (AGM) shall be held at a time and place to be set by the Board, but in any event no later than 120 days following the fiscal year end. The AGM will include annual reports from Directors, election of new Board members, and will transact other legitimate business as may come before the meeting.

10.2 Notice of the Annual General Meeting shall be given at least 21 days prior to the meeting. All efforts will be made to publish the meeting information using the Horizon Community League Website, available signage, as well as other communications channels regularly utilized by the Horizon Community League.

10.3 The lesser of 10% of active Members or 10 Members present shall constitute a quorum. Any Member present shall have one vote on all motions before the meeting and for each person elected. In case of a tie, the President shall have an extra vote.

10.4 The President will cancel the Annual General Meeting if a quorum is not present within one-half (1/2) hour after the set start time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set start time of the second meeting, the meeting will proceed with the Members in attendance.

10.5 Annual General Meetings of the Horizon Community League are open to the public. Notice of the meeting shall be given 21 days in advance of the meeting through a notification to Membership which may be posted to the Website. A majority of the Members present may ask any persons who are not Members to leave.

11. Special General Meetings

11.1 Special General Meetings may be called by the Board at any time at the discretion of the President or a member of the Executive, with a request by a minimum of three Board Members, or with a request signed by a minimum of 15 Members or 20% of the Members of the Horizon Community League.

11.2 Notice of the Special General Meeting shall generally be given 21 days in advance of the meeting through a notification to Members posted to the Website unless the Board determines an issue be urgently resolved where the notice period may be shortened. The Notice shall include a statement of the purpose of the Special General Meeting, and an agenda.

12. Dispute Resolution

12.1 This section applies to any dispute arising out of the affairs of the Horizon Community League or the application of its Bylaws.

12.2 The dispute may be between:

- a. Members, or
- b. The Horizon Community League and its Directors or its Officers, or
- c. The Horizon Community League or its Directors or its Officers and either
 - i. A Member, or
 - ii. A former Member who was a Member within the previous 18 months

12.3 Any dispute subject to subsection 1 and 2 will be resolved by:

- a. Direct negotiation between the parties, with or without assistance and/or facilitation. If resolution is not achieved then by:
 - b. Written appeal to the Board for a decision. If resolution is not achieved, then by:
 - c. Mediation pursuant to the National Mediation Rules of ADRIC, or to mediation practices agreed upon by the parties. If resolution is not achieved, then by:

- d. Arbitration pursuant to the National Arbitration Rules of ADRIAC, or to arbitration practices agreed upon by the parties.

The decision will bind all parties.

13. Dissolution

13.1 The Horizon Community League may be dissolved by a Special Resolution, passed by a majority of not less than four-fifths ($\frac{4}{5}$) of the Members present at a Special General Meeting of the Horizon Community League, called for the express purpose of considering dissolution.

13.2 The meeting to dissolve the Horizon Community League shall have a quorum of fifty percent (50 %) of Members and shall require notice of thirty (30) days.

13.3 Upon dissolution of the Horizon Community League, all real property, fixtures, and liquid assets remaining after the payment of any debts, will become the property of the Edmonton Federation of Community Leagues, in trust. The Edmonton Federation of Community Leagues will hold the cash assets in trust until they are able to reactivate or merge the League. The real property will pass to the City of Edmonton, pursuant to the Tripartite License Agreement.

14. Corporate Seal

14.1 There is no corporate seal.