

## Proposed Bylaw Amendments for Approval at 2017 AGM:

Griesbach Community League's Bylaws were developed and ratified in February 2012 when our Society was first established. The initial bylaws were compiled by picking and choosing from three sets of bylaws from neighbouring communities. After working with these bylaws over the past five years, the Board of Directors has identified a few areas in the bylaw we feel could be revised to better match our needs and realities as a board.

As per our bylaws (Bylaw 18), the following proposed changes have been reviewed and approved by the Board of Directors at a meeting on February 13, 2017. The recommended changes must be ratified at the upcoming Annual General Meeting to be held March 14, 2017, 7:00 pm, Major General Griesbach School. The bylaw amendments are being posted on our website 21 days in advance, as required.

We will be voting on each amendment at the AGM, and opening the floor to discussion if required. Below are the bylaws we will be voting on changing. We also included revisions that were discussed, but not deemed worthy of pursuing.

**Bylaw Five Article One:** *Change the fiscal year FROM Apr 1 to Mar 31 TO Jan 1 to Dec 31.*

The Fiscal Year of The League shall be from **January 1<sup>st</sup> to December 31<sup>st</sup>.** ~~of the following year.~~

*REASON FOR CHANGE: This will allow better financial recording to coincide with the AGM and not interfere with Spring Soccer registration accounting.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Six Article Three (a):** *Revise this to match **Bylaw Eight Article Three** regarding the terms, and revised to read "Any member in good standing shall be eligible to any office in the Society with the exception of President, who must have served on the League's Board for a minimum full two-year term."*

This Society shall hold an Annual Meeting on or before March 31<sup>st</sup> in each year, which will be advertised by any or all of the following: email, community website, community newsletter and public postings and will be posted 21 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice President, Secretary, and Treasurer and directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. **Any member in good standing shall be eligible to any office in the Society with the exception of President, who must have served on the League's Board for a minimum full two-year term.**

*REASON FOR CHANGE: This already appears in Bylaw Eight and should be changed for consistency.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Eight Article One:** *Change Facilities Director title to Structures and Facilities Director*

e) **Structures and** Facilities Director;

*REASON FOR CHANGE: That is the name we use for this position to reflect duties beyond facilities.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Eight Article Three b:** *Word as the same as above in Bylaw Six Article Three.*

The candidate for President shall have served on the Leagues Board for a minimum full two-year term” as an Officer, Director, or Member at Large.

*REASON FOR CHANGE: For consistency and to clarify the candidate must have served an entire two-year term.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Eight Article Five:** *Re: Term of Office... Recommendation to delete section e) and renumber accordingly.*

~~e) The President, Treasurer, and Vice President will not be elected for more than two (2) consecutive terms of office.~~

*REASON FOR CHANGE: The initial term limit was arbitrarily set following another community’s bylaws. This isn’t common practice and is somewhat restrictive. It affects the board’s ability to retain strong candidates and can impact continuity.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Nine Article Eight:** *Recommend a new article be added outlining operation of standing committees:*

*Standing Committees will have a Committee Charter which will be approved by the Board Members. The committee charter will consist of the minimum information:*

- a) purpose of Committee*
- b) Executive Sponsor*
- c) reporting requirements to the Executive*
- d) level of authority to represent the league*
- e) budget (if required).*
- f) Listing of committee members.*
- g) Procedures to nominate/terminate committee members.*
- h) A dispute resolution process.*

**REASON FOR CHANGE:** *To provide more structure and accountability for GCL committees, which is recommended as we expand our programs and infrastructure.*

**VOTE BY BOARD:** *YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Ten Article Four:**

**(F)** *Change date to “90 days of year end”.*

The book(s) shall be audited no later than **90 days of year end.**

**(J)** *Remove and replace with:*

**Shall ensure there is adequate insurance coverage for the Society including liability insurance for all Directors and Officers.**

**(K)** *Delete*

~~**Shall keep a volunteer's record book.**~~

**REASON FOR CHANGE:** *(F) To align with the new year-end date on December 31, (J) to reflect best practices in board policy, (k) this is done by the Volunteers Director.*

**VOTE BY BOARD:** *YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Ten Article Ten:** *Change title to “Structures and Facilities” to reflect position.*

**Structures and Facilities Director**

*Add an addition responsibility to reflect our current and any future Maintenance Agreements.*

f) Is responsible to ensure all Maintenance Agreements are properly adhered to including the implementation of such and the inspections and maintenance as required. This must be properly recorded in a separate log that is maintained by the Secretary.”

*REASON FOR CHANGE: To reflect actual title and responsibility for maintenance agreements.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Ten Article Thirteen Communications Director:** *Revised description to the following:*

- a) is responsible for communicating league initiatives to membership via a variety of publication tools, including but not limited to: e-newsletters, mailed newsletters, signage and social media – as determined by the communication director;
- b) writes and posts content, or chooses and oversees a Communications Committee with the required skillsets;
- c) coordinates the scheduling and delivery of the newsletter;
- d) is responsible for updating and maintaining the League website or choosing and overseeing a website committee with the required skillset;
- e) promotes league events;
- f) prepares an annual communication budget and submits it to the Treasurer;
- g) supports board members and committees in their external communication requirements; and
- h) reports monthly to the Board of Directors.

*REASON FOR CHANGE: To reflect position and incorporate social media.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Thirteen Article Eight:** *New article to read:*

Each Director will submit a budget to be approved by the executive at the beginning of each fiscal year. The budget will be considered expressed authority (See Article 5).

*REASON FOR CHANGE: To assist with budgeting, improve accountability and allow directors to spend funds on items approved in budget without going back to the board.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Thirteen Article Five:** *Change expenditure limit to \$200 from \$100.*

No officer, standing committee, or member of The League, shall expend in excess of **\$200.00** of The League's fund or incur any indebtedness in excess of **\$200.00** on behalf of The League without express authority for doing so given by the Executive or the general membership (See Article Nine).

*REASON FOR CHANGE: \$100 number has proven to be low for discretionary purchases. Gives board members greater flexibility. Accountability is in place as reimbursement is still reviewed by two executive members required to sign the cheque.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Thirteen Article Six:** *Change date to December from March. Also in "b" add "Two "financially literate"*

As of the 31<sup>st</sup> day of **December**, The League's Book(s) shall be closed and shall contain general particulars of the assets, liabilities, revenue and expenditures of The League. The same book(s) must be audited and signed under either of the two (2) following conditions.

- a) Certified Auditor
- b) Two (2) **financially literate** non-Executive members of The Griesbach Community League as approved by the Executive.

*REASON FOR CHANGE: Date to match new year end. Ensure books audited by someone with a basic understanding of budgets.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

**Bylaw Seventeen:** *Change Dissolution trustee from "Castledowns Recreation Society" to "Edmonton Federation of Community Leagues."*

Upon dissolution of the 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 Tri-partite License Agreement.

*REASON FOR CHANGE: Griesbach Community League is no longer a member of Castledowns Recreation Society. As an umbrella organization, EFCL is the default group most Edmonton Community Leagues list in this clause.*

*VOTE BY BOARD: YES. REQUIRES MEMBERSHIP APPROVAL.*

---

## **BYLAW CHANGES DISCUSSED BUT NOT APPROVED BY THE BOARD, AND NOT TO BE PUT FORWARD FOR A VOTE:**

**Bylaw Eight Article One:** *Should we add current Board positions not listed such as:*

*Volunteers Director  
Parks and Community Gardens Director  
Fundraising Director  
Any other positions as determined.*

*VOTE BY BOARD: NO*

*REASON: Determined change was not required as the bylaw does already state "Other positions as determined by the board, which covers additional discretionary positions."*

**Bylaw Eight Article Two "C and D":** *There is a recommendation to ask for all nominations to be submitted for election at least one week prior to any election and only from the floor when there are no applicants for a position. As well, all Nominees must be in writing with the signatures (Nomination) from two people in good standing.*

*VOTE BY BOARD: NO.*

*REASON: Unnecessary and limits participation.*

**Bylaw Eight Article Four:** *Re: a person may not stand for another office... We should consider adding the ability to fill in a second office if no one takes it or there is a resignation during the term.*

*VOTE BY BOARD: NO.*

*REASON: The wording is correct and was misinterpreted. This is in place to ensure a person only stands for office for one position during elections and does not stop them from assisting with or assuming other roles during their terms.*

**Bylaw Ten Articles added after Thirteen:** *Should additional job descriptions be added to the bylaws for the ones missing?*

*VOTE BY BOARD: NO.*

*REASON: It was decided not to add the additional job descriptions so this is unnecessary.*

**Bylaw Eleven Article One:** *Is this needed as it is already in Bylaw 20. Should it be deleted?*

*VOTE BY BOARD: NO.*

*REASON: It is fine as currently stated in our bylaws.*