

Trails End Community Association (NWT Society 701181)

BY-LAWS (January 2013)

Objective of the Trails End Community Association (the Association):

To support a healthy and vibrant community through the development and maintenance of neighbourhood recreational opportunities that improve the well being of area residents.

1. Terms of Admission:

- a. Must be a resident of Trails End or the area in the immediate vicinity of Trails End (within 500m or as otherwise approved by the Board).
- b. Must pay the annual membership fee and fill out a membership form providing contact information.

2. Rights of Members:

- a. Each member is entitled to one vote at general membership and special meetings.
- b. Board meetings are open to all members.
- c. Members are entitled to all information regarding the activities and plans of the Association and its Board.
- d. All members of the Association will have the right to take part in all activities and to use all facilities established by the Association, subject to such regulations and the payment of such additional fees as the Association's Board may from time to time prescribe for specific activities.

3. Obligations of Members:

- a. Each member must pay an annual membership fee at such time and in such amount as is determined by the members at each annual general meeting.
- b. Must attend the AGM in person or by proxy.

4. Withdrawal and Expulsion of Members:

- a. Any member may withdraw from membership in the Association by notice in writing to the Board.

b. Any member whose conduct is considered detrimental to the Association may have their membership suspended by a resolution passed by the majority of the Association's Board members.

c. Membership and other fees are non-refundable in the case of withdrawal or suspension of membership.

5. **Meetings:**

a. The annual general meeting (AGM) of the Association will be held within 100 days after the date of fiscal year end (August 31). Notice of the AGM will be communicated to members at least two weeks prior by email and/or phone.

b. General meetings of the Association are held at the call of the Board Chair.

c. Any three members of the Association may call a special meeting by presenting a signed request to the Board Chair, who must call a meeting within fifteen days after receipt of such request.

d. Notice of any general or special meeting will be given at least seven days prior to the meeting date by email and/or phone.

e. Board meetings will be held when required as determined by Board members.

f. A majority of the Board members of the Association will constitute a quorum at any Board meeting.

g. Thirty (30)% of the paid up members constitutes a quorum at all general and special meetings, including the AGM. If quorum is not met at the AGM, a new AGM will be called and the members present at that meeting will constitute quorum.

h. Each member is entitled to one vote on any motion or resolution at all meetings.

6. **Directors:**

a. Association Board members will be elected from the membership at the AGM. There will be a minimum of 1 and maximum of 5 Board members elected. Board members will hold their positions until the conclusion of the next AGM.

b. Board positions will include a Chair, and any other such positions (e.g. Secretary, Treasurer, etc.) as deemed necessary by the Board to carry out the activities of the Association at the time.

c. The Board Chair will preside at all meetings of the members and directors. The Chair is responsible for the general management and supervision of the affairs of the Association.

d. Board members shall have the power to appoint any member of the Association to fill a Board vacancy.

e. Board members are responsible for conducting the affairs of the Association in accordance with the Association's by-laws and the *Societies Act*.

f. Board positions are unpaid volunteer positions. Board members will be reimbursed for expenses incurred in the conduct of their duties when agreed to by the majority of the Board.

g. Any Board member may be removed from the Board by a 2/3 majority vote of the Board members of the Association for dishonesty or for failing or refusing to carry out his or her duties as a Board member.

h. When less are less than three members serving on the Board, a Board member may be removed by a majority vote at a special meeting called by the membership.

7. Borrowing Powers:

The directors may, by a 2/3 majority vote, borrow funds for capital expenditures and for the current operations of the Association in such manner as they see fit, including the issue of debentures, except that in no case may debentures be issued except pursuant to an extraordinary resolution.

8. Disposal of Funds:

a. All monies received by or on behalf of the Association must be deposited in the Society's bank account in trust for the Society, which account must be with one of the chartered banks of Canada;

b. Spending of the Association's money must be approved in advance by a quorum of Board members.

c. Cheque signing privileges will be assigned to all Board members. When there is only one Board member, two regular Association members will also be granted cheque signing privileges.

d. Cheques must be signed by two Board members or by one Board member and one other Association member.

e. Board members may not borrow funds on behalf of the society.

9. **Audit of Accounts:**

a. The Board Chair, or Treasurer (when applicable), will prepare a financial statement prior to the AGM containing the assets and liabilities of the Association in the form of a balance sheet and receipts and disbursements of the Association since the date of the previous financial statement. This statement will be presented to the membership at the AGM.

b. This financial statement will be signed by two Board members (or one Board member and one regular member when appropriate) and will then be submitted along with an updated list of Board members to the Registrar of Societies within 14 days following the AGM.

10. **Minutes of Meetings, Books and Records:**

a. The Board Chair (or other Board member designated at an AGM) will take and have custody of the minutes of all meetings of the Association.

b. All books and records of the Association are the custody of the Association and will be returned to the Association when the Board member has finished his or her term.

c. All books and records of the Association may be inspected by members at the AGM.

11. **Fiscal Year:**

The fiscal year of the Association ends on the 31st day of August of each year.

12. **Amendment of By-laws:**

a. It is the membership's decision to amend the Association's by-laws. This can only be done at the AGM or by extraordinary resolution of the Association at a meeting called for this purpose.

b. By-law changes are then submitted to the Registrar of Societies and are not in effect until approved.