

# COMMUNISKATE INC.

## Bylaws

### I. Name

1. The name of the organization/agency/group shall be **Communiskate Inc.** Established 1996

### II. Executive Committee

1. The Executive Committee shall serve without pay and consist of a minimum of five to a maximum of twelve members.
2. A Executive Committee member must be a member in good standing of **Communiskate Inc.** and reside in the area of benefit
3. The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer and various Directors, nominated by the members.
4. Executive Committee members shall serve two year terms.
5. The Executive Committee has the authority to remove a member from the Executive Committee for the following reason by 2/3 majority vote of the entire Executive Committee:
  - a. For breach of the Communiskate Inc. Constitution.
  - b. For undeclared conflict of interest.
  - c. For failure to perform the duties of the position.
  - d. For conduct unbecoming a member to the Executive Committee.
  - e. For missing three (3) consecutive Executive Committee meetings without reasonable excuse.
6. Where there is a vacancy on the Executive Committee and:
  - a. There are 2/3 Directors remaining, the Directors may:
    - 1.Exercise the power of Directors;
    - 2.Leave the vacancy open until the next AGM;
    - 3.Appoint someone to fill the vacancy until the next AGM.
  - b. There are not 2/3 of Directors remaining;
    - 1.The remaining Directors shall call a general meeting for the purpose of electing members to fill any vacancies.
  - c. There are no Directors remaining,
    - 1.Any ten members may in writing appoint Directors solely for the purpose of calling a general meeting to elect members to fill the vacant Directorships.

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### III. Executive Committee Roles & Responsibilities

#### **President**

1. Chairs all of the meetings of the Executive Committee, and meetings of the Members of **Communiskate Inc.**
2. Shall be the official spokesman for the Communiskate Inc. but he/she may delegate such power in regard to public pronouncements to such member of the Association as he/she may decide
3. Shall act at all times in accordance with the lawful directives of the Executive Committee
4. One of three (3) cheque co-signers that can appear on Communiskate Inc. cheques
5. An ex-officio member of all Community Committees
6. Attend scheduled Executive Committee meetings
7. Cannot chair any committee other than the Executive Committee
8. Represents **Communiskate Inc.** in dealing with, Government, Business, Organizations, Members & Residents
  - o all public communications relating to **Communiskate Inc.** activities must be approved by the Executive Committee

#### **Vice-President**

1. Reports directly to the Executive Committee
2. Shall conduct Executive Committee meetings in the absence of the President
3. An ex-officio member of all Community Committees
4. Be able to assume Presidential responsibilities if the need arises
5. Attend all scheduled Executive Committee Meetings
6. Oversees projects/tasks as required
7. Share duties with the President as required

#### **Secretary**

1. Reports directly to the Executive Committee
2. Acts as signing officer for cheques and other documents
3. Attend Scheduled Executive Committee meetings
4. Prepares the agendas for all meetings of the Executive Committee, and meetings of the Members of **Communiskate Inc.** Distribute a minimum of ten working days prior to any meeting.

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5. Takes minutes of those meetings and prepares them for signature by the President and Secretary
6. Distributes previous meeting minutes along with proposed agenda to the Executive Committee members no later than five days prior to a scheduled meeting.
7. Holds and maintains copies of all correspondence generated from and to all individuals acting under the direction of the Executive Committee
8. Maintains a minutes book
9. Prepares and sends out correspondence as required
10. Maintain & administer Saskatchewan Corporations Branch requirements
11. Keeps records of important correspondence and documents, stamp date received on all mail
12. Responsible for mail pickup weekly

### **Treasurer**

1. Reports directly to the Executive Committee
2. Acts as signing officer for cheques and other documents
3. Attend Scheduled Executive Committee meetings
4. Prepares and presents scheduled financial statements to the Executive Committee
5. Ensures annual financial statement is prepared by the appointed auditor or chartered accountant
6. Liaises with the Bank and the Executive Committee
7. Recommends changes to term deposits and other interest bearing monies for the **Communiskate Inc.**
8. Assists the Secretary in weekly pick up of the mail
9. Prepares and submits all reports as required
10. Maintain & administer Saskatchewan Workers' Compensation Board requirements
11. Maintain & administer Provincial & Federal Tax requirements (Records of Earnings, T4's, Records of Employment, etc.)
12. Accounts Receivable
  - a. Prepare deposit summaries in Excel of cheques and cash collected, and make bank deposits in a timely manner;
  - b. Enter ice rental payments on EZ Facility system;
  - c. Enter new memberships on EZ Facility system;
  - d. Advise the Administrator of advertising payments received.
13. Accounts Payable
  - a. Prepare and present cheques to the President for signing with respect to:
    - o approved invoices and expenses, in a timely manner;
    - o Payroll and Contractual Labour, on a bi-weekly basis;
  - b. Calculate and remit Payroll Source Deductions to Canada Revenue Agency on a monthly basis;
  - c. Calculate and remit GST Return to Canada Revenue Agency on a quarterly basis.
14. Bookkeeping
  - a. Record all transactions in the Excel bookkeeping spreadsheet;

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- b. Maintain a back-up file of all receipts, invoices, deposits, payroll, etc.;
- c. Prepare monthly bank reconciliation;
- d. Provide the auditor with all financial information and documents as required, at yearend (August 31st), in a timely manner.

### Facilities Director

1. Reports directly to the Executive Committee
2. Reports and advises on the maintenance of the **Communiskate Inc.** facility.
3. Attend Scheduled Executive Committee meetings
4. Responsible for facility maintenance staff
5. Co-ordinates/organizes grounds clean up
6. Co-ordinates/organizes any required maintenance or repair to the **Communiskate Inc.** facilities
7. Responsible for co-ordination for any work to be performed as well as engaging any professional services as required to a preset maximum amount determined by the Executive Committee
8. Setting up and monitoring budgets for the maintenance or repair of the Communiskate Inc. facilities
9. Obtains executive committee approval for all major purchases
  - a. Purchase limit to be determined by the Executive Committee and agreed on by the Facilities Director
10. Facility Director and agreed on by the Work with the Executive Committee on future development plans for the **Communiskate Inc.** rink site.
  - a. **Facility Manager** (not an executive member)
    - o Reports directly to the Facility Director
    - o Duties to be determined by the Facility Director in conjunction with the Facility Manager and agreed on by the Executive Committee
  - b. **Facility Administrator** (not an executive member)
    - o Reports directly to the Facility Director
    - o Duties to be determined by the Facility Director in conjunction with the administrator and agreed on by the Executive Committee

### Membership/Special Events Director

1. Reports directly to the Executive Committee
2. Reports when scheduled to Executive Committee and advises on community membership status and any issues involving the membership

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3. Attend Scheduled Executive Committee meetings
4. Holds and maintains an up-to-date registry of Communiskate Inc. members
5. Process membership renewals of existing members
6. Organizes membership drives for new members as required

### **Affiliate Directors (PSMH, EPHL, BPR, etc.)** *Non-voting member*

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on any planning or development activities involving and/or having some impact on **Communiskate Inc.**
3. Attend Scheduled Executive Committee meetings
4. Provides advice and direction to the Committee(s)
5. Shall be the Liaison with the Executive Committee and the Affiliation Members
6. Represents the interests of **Communiskate Inc.** in meetings with the Affiliation Member Committee(s)

### **Grant Application Director**

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on any grant application opportunities or updates on current grant application status
3. Attend Scheduled Executive Committee meetings
4. Provides advice and direction to the Committee(s)
5. Responsible for maintaining a log or file on all available municipal, provincial or private grant opportunities
6. Becomes familiar with all grant application processes and submission requirements
7. Assists any member of the Board with project fundraising through any available grants and facilitates the grant submission process

### **Concession Director**

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on concession activities
3. Attend Scheduled Executive Committee meetings

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4. Provides advice and direction to the Committee(s)
5. In charge of overall concession operations as well as hiring and scheduling of concession staff

a. **Concession Co-ordinator** (not an executive member)

- Reports directly to the Concession Director
- Co-ordinator train's new staff, supervises staff when necessary, recommends menu and pricing changes, takes inventory, and handles most of the grocery shopping. The Co-ordinator also handles all major kitchen tasks, such as defrosting freezers and maintaining the deep fryer, in addition to working regular shifts in the canteen.

### **Advertising Director**

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on any advertising issues and activities
3. Attend Scheduled Executive Committee meetings
4. Provides advice and direction to the Committee(s)
5. Develops ideas and plans for increasing advertising sales
6. Initiates and creates any innovative means of advertising to the benefit of **Communiskate Inc.** and the community at large

a. **Advertising assistant**(not an executive member)

- Reports Directly to the Advertising Director
- Duties to be determined by the Advertising Director in conjunction with the Advertising assistant and agreed on by the Executive Committee

### **Website Director**

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on any Website issues and activities
3. Attend Scheduled Executive Committee meetings
4. Provides advice and direction to the Committee(s)
5. Monitors & updates Website(post constitution, bylaws, meeting minutes, news, etc.)
6. Initiates and creates any innovative means of Website improvement to the benefit of Communiskate Inc.

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### Directors at Large

1. Reports directly to the Executive Committee
2. Reports when scheduled to the Executive Committee on any issues and activities
3. Attend Scheduled Executive Committee meetings
4. Provides advice and direction to the Committee(s)
5. Shall only be added to the Executive Committee when all other voting positions are filled
6. No more than two Directors at Large may sit on the Executive Committee

### IV. Right of appeal

1. A member of the Executive Committee who has been removed is entitled to a right of appeal.
2. An appeal must be presented in writing to the Communiskate Inc. within two business days of notice of removal.
3. An appeal must be accompanied by a \$100.00 deposit, which is refundable, if the Appeal committee overturns the removal.
4. An Appeal committee made up of non-Executive Committee members will be appointed by the Executive Committee to review the appeal within ten business days.
5. The Executive Committee President will be the chairperson for any appeals.

### V. Committees

1. The Executive Committee may appoint standing and ad hoc committees as needed.
2. The Chairperson of a standing or ad hoc committee must be a member of the Executive Committee.

### VI. Meetings

1. Regular meetings shall be held on the first Thursday of every month at 7:30pm-9:30pm.
2. Special meetings may be held at any time when called for by the President or a majority of Executive Committee members.
3. Previous meeting minutes and meeting agenda shall be provided at least five days in advance.

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4. No decision or act of the Executive Committee shall be deemed valid unless adopted at a properly scheduled meeting at which a quorum of the Executive Committee is present.
5. The Annual General Meeting shall be held in the last week of November yearly.
6. Membership may attend regular meetings provided a written request stating the intent is received by the executive committee ten days prior so that sufficient time is allotted on the agenda.

### VII. Voting

1. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present).

### VIII. Conflict of Interest

1. Any member of the Executive Committee who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Executive Committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Executive Committee to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

### IX. Fiscal Policies

1. The fiscal year of **Communiskate Inc.** Shall be September 1<sup>st</sup> through to August 31<sup>st</sup>.

### X. Amendments

1. These by-laws may be amended by a two-third vote of Executive Committee members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Executive Committee member at least five days prior to said meeting.