

REGINA EAST EZB BOARD CONSTITUTION

Article 1 Official Name

- 1.1 The official name will be the Regina East Zone Board Inc. hereinafter referred to as the “East Zone Board” or the “ EZB”.

Article 2 Membership

- 2.1 Membership in the organization shall include all those persons residing within the boundaries of the East Zone, as set forth by the City of Regina.
- 2.2 There shall be no membership fee at the Zone level.
- 2.3 All members, who possess a valid community family membership card, will be entitled to vote at the Annual General Meeting.
- 2.4 A member is not liable in their individual capacity for any debt or liability of the East Zone Board.

Article 3 Terms of Reference

The object of the EZB is to partner with the City of Regina, Community Services Department as follows:

- 3.1 To contribute funds to community associations for the purpose of social, sport, culture and leisure programming.
- 3.2 To extend the leisure services of the Community Services Department through their existence.
- 3.3 Recommend and/or operate programs and services so that better recreation and community planning opportunities are available for all concerned, as deemed necessary by the EZB.
- 3.4 To assist in the maintenance and development of community associations, so that recreational needs may be recognized.
- 3.5 To identify priorities as they relate to the Zone.
- 3.6 To assist in the planning of future parks facilities and programs.
- 3.7 To coordinate inter-Zone and intra-Zone activities.
- 3.8 To annually evaluate programs and their worth.
- 3.9 To establish operational bylaws to govern EZB activities, providing they are not contrary to the established EZB Constitution.
- 3.10 To liaise with other organizations and groups interested in advancement of parks, recreation and community planning services.

Article 4 EZB Board Structure

The EZB Board shall consist of the following:

- 4.1 Chairperson, Vice Chairperson, Treasurer, Secretary and Past Chairperson.
- 4.2 One representative appointed by each Community Association established within the Zone. The Community Associations may choose not to designate or send a representative.
- 4.3 One representative may be appointed, by the EZB, to represent those areas where no community associations exist within the Zone.
- 4.4 Other members shall be elected for positions established by the EZB as stated in the bylaws.
- 4.5 All members must reside within the boundaries of the East Zone. If a person residing in the East Zone is unavailable, the Board may appoint a willing individual, who resides outside of the East Zone, as a representative.
- 4.6 A person elected as a member of the EZB to any position designated under paragraph 4.1 cannot simultaneously hold an elected position on a community association.

Article 5 EZB Board Function

- 5.1 The Chairperson, Vice Chairperson, Secretary, Treasurer, and Past Chairperson, hereinafter termed the “Executive” may meet for the dispatch of business, call, adjourn and otherwise regulate their executive meetings as outlined by the EZB bylaws.
- 5.2 The duties of the Executive shall be as outlined by the EZB bylaws.
- 5.3 Elections will be held at the EZB Annual General Meeting with the new EZB Board Executive assuming office at the conclusion of the meeting.
- 5.4 No member, excluding community association representatives, shall serve more than four (4) consecutive years in one specific position, unless no candidates are available for the position.
- 5.5 In the event of the formal resignation of any Executive Board member, inability to serve, or absence without acceptable reason, for three (3) consecutive meetings, the EZB may so appoint a member to fill the vacancy for the remainder of the term.
- 5.6 In the event of resignation of a community association representative, inability to serve, or absence without acceptable reason for three (3) consecutive meetings, the EZB will request that association to appoint a new representative if desired.
- 5.7 Executive terms are two (2) years; all other terms are for one (1) year duration.

- 5.8 The Community Consultant from the City of Regina, shall be ex officio non-voting member.
- 5.9 Each EZB member shall, as a duty, take an active part in the direction of the EZB's program and shall endeavor to serve in whatever capacity he/she may be called upon to fulfill.

Article 6 Committees

- 6.1 Special committees or representatives may be appointed by the EZB. Such committees or representatives may include persons other than EZB members
- 6.2 Such special committees or representatives shall report to the EZB as directed by the EZB.
- 6.3 Such non-board representatives shall be ex-officio (non-voting members).

Article 7 Meetings

- 7.1 The regular monthly meeting of the EZB shall be held on a day and time as ordered by the EZB.

Article 8 Annual General Meeting

- 8.1 The Annual General Meeting of the EZB shall be held on a date given by the EZB Board. There shall be no voting by proxy.

Article 9 Budget

- 9.1 The fiscal year shall be January 1st to December 31st.
- 9.2 The annual budget for the coming fiscal year shall be considered by the EZB Board no later than the November meeting of the current fiscal year.

Article 10 Finances

- 10.1 The EZB shall maintain an account with a financial institution and all expenditures shall be substantiated by receipts.
- 10.2 All financial transactions, by the EZB, shall be laid out in accordance with current accounting, standards and practices, acceptable by the laws which govern the Province of Saskatchewan.
- 10.3 The books, accounts, and records of the Treasurer shall be reviewed by a professional with an accounting designation, at the end of each calendar year or as soon as practical thereafter, at the discretion of the EZB.

- 10.4 A reviewed annual financial statement shall be supplied to the City of Regina.

Article 11 Constitution Amendments

- 11.1 Proposed amendments to the EZB Constitution should be given, in writing, thirty (30) days prior to any general meeting.
- 11.2 The proposed amendments to EZB Constitution shall be produced in sufficient quantities so that members at the general meeting may peruse these proposals prior to the vote being taken.
- 11.3 An amendment to EZB Constitution will be adopted provided proper procedure was utilized in bringing the amendment forward, and that more than one half (1/2) of those members, personally present at the general meeting, are in favor.
- 11.4 An amendment to EZB Constitution, adopted at the general meeting, shall come into force at the meeting at which it was adopted. Such action, as may be affected by the adoption, shall be carried out as stated in the amendment.

Article 12 EZB Bylaws

- 12.1 EZB Bylaws to set procedures, policies, and position functions, shall be made and amended at the discretion of the EZB.
- 12.2 Zone Bylaws may only be amended at an Annual General Meeting.

Article 13 Parliamentary Authority

- 13.1 In all cases “Roberts Rules of Order” shall be considered the parliamentary authority, unless it is deemed unnecessary by a majority of the EZB members.

Article 14 Dissolution

- 14.1 If the Executive conclude that the EZB can no longer function, as a viable organization, dissolution may be considered. Proposals of this nature must be tabled at a meeting of the general membership. Dissolution of the EZB must be approved by a two-thirds (2/3) majority of eligible voters present before it can be implemented.
- 14.2 The EZB may lie dormant, with its assets held in trust by the EZB, for a maximum of three (3) years, or until there is enough interest to make its operation viable once again.
- 14.3 In the event that dissolution is approved, a panel of at least three (3) Trustees must be appointed to oversee the wind-up of all outstanding financial affairs of the EZB, in accordance with the following guidelines.

- a) The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts, incurred during its operation.
- b) Remaining assets, acquired with major financial assistance from another organization, shall revert back to that organization(s). If that organization has ceased to exist, the assets in question shall be dispersed of in accordance with subsection (c).
- c) All assets, remaining after the payment of all liabilities, shall be Distributed in accordance with the EZB mandate