

REGINA EAST ZONE BOARD CONSTITUTION

Article 1 Official Name

- 1.1 The official name will be Regina East Zone Board, hereinafter referred to as “Zone Board”.

Article 2 Membership

- 2.1 Membership in the organization shall include all those persons residing within the boundaries of 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 zone.

Article 3 Terms of Reference

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

- 3.1 To distribute 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 Zone Board, and does not conflict with community association programming.

- 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 zone activities, providing they are not contrary to the established Zone Board Constitution.
- 3.10 To liaise with other organizations and groups interested in advancement of parks, recreation and community planning services.

Article 4 Zone Board Structure

The Zone 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.
- 4.3 One representative may be appointed, by the Zone, to represent those areas where no community associations exist within the zone.
- 4.4 Other members shall be elected for positions established by the Zone as stated in the bylaws.
- 4.5 All members must reside within the boundaries of the zone. If a person residing in the Zone is unavailable, the Board may appoint a willing individual, who resides outside of the zone, to represent the Zone.
- 4.6 A person elected as a member of the Zone Board to any position designated under paragraph 4.1 cannot simultaneously hold an elected position on a community association.

Article 5 Zone 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 zone bylaws.
- 5.2 The duties of the Executive shall be as outlined by the zone bylaws.
- 5.3 Elections will be held at the zone Annual General Meeting with the new Zone 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 Zone Board member, inability to serve, or absence without acceptable reason, for three (3) consecutive meetings, the Zone Board 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 Zone Board will request that association to appoint a new representative.
- 5.7 All terms of members are for a one (1) year duration.
- 5.8 The Community Consultant, and the Center Programmer from the Community Services Department, shall be ex officio non-voting members.
- 5.9 Each Zone Board member shall, as a duty, take an active part in the direction of the Zone Board’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 Zone Board. Such committees or representatives may include persons other than Zone Board members

- 6.2 Such special committees or representatives shall report to the Zone Board as directed by the Zone Board.
- 6.3 Such non-board representatives shall be ex-officio (non-voting members).

Article 7 Meetings

- 7.1 The regular monthly meeting of the Zone Board shall be held on a day and time as ordered by the Zone Board.
- 7.2 A minimum notice of at least seven (7) days shall be given for any meeting called by the Zone Board or Zone Chairperson. The time and location of the meetings will be given in this notice.
- 7.3 Any group, association or individual may request attendance at a regular Zone Board meeting for the purpose of making a presentation.
- 7.4 Any four (4) members of the Zone Board may request the Chairperson to call a special meeting of the Zone Board. As well, the Chairperson is further entitled to call special meetings.
- 7.5 One half (1/2) of the elected and appointed voting members must be present to constitute a quorum at any meeting of the Zone Board. However, if a quorum is not present at the start of a regular or special meeting, the Chairperson, at his/her discretion, shall wait fifteen (15) minutes before starting the meeting. At the end of the fifteen (15) minute waiting period, if a quorum is still not present, the Chairperson, with the consent of two-thirds (2/3) of those present, shall open the meeting and conduct the zone's business. All business so conducted shall be binding on the zone.

Article 8 Annual General Meeting

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

- 8.2 A special general meeting of the Zone Board may be called by the Chairperson as and when he/she considers it necessary; but he/she shall call a special general meeting, when requested to do so, in writing by at least twenty (20) residents, and those petitioning for the meeting shall be responsible for costs of publicity and all other costs.
- 8.3 Notice of a general meeting shall be given to the members by means of posters, advertisements, individual notices, electronic form, or otherwise as deemed acceptable by the Zone Board.
- 8.4 Fifteen (15) residents, personally present, shall constitute a quorum at any general meeting of the zone. However, if a quorum is not present at the start of the general meeting, the Chairperson, at his/her discretion, shall wait fifteen (15) minutes before starting the meeting. At the end of the fifteen (15) minute waiting period, if a quorum is still not present, the Chairperson, with the consent of two-thirds (2/3) of those present, shall open the meeting and conduct the zone's business. All business conducted shall be binding on the Zone.
- 8.5 Voting shall be by a majority show of hands, in the case of election of Executives, and in other cases, except where a ballot is requested by at least three (3) residents.

Article 9 Budget

- 9.1 The fiscal year shall be the calendar year.
- 9.2 The annual budget for the coming fiscal year shall be considered by the Zone Board no later than the March meeting at which time an estimate proposal shall be submitted to the Community Services Department, for consideration.

Article 10 Finances

- 10.1 The Zone Board shall maintain an account with a financial institution and all expenditures shall be substantiated by receipts.

- 10.2 All financial transactions, by the Zone Board, 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, at the discretion of the Zone Board.
- 10.4 A reviewed annual financial statement shall be supplied to the Community Services Department.

Article 11 Parks and Recreation Advisory Board Representative

- 11.1 The Zone Board shall nominate, by election, a representative on the Parks and Recreation Advisory Board. If a representative wishes to extend their term, there will be no need for an election unless there is more than one candidate interested in the position.
- 11.2 The representative shall be a resident of the zone and shall become a member of the Zone Board. If no one from the Zone comes forth, the Board may appoint someone from outside of the zone to represent the Zone.
- 11.3 The term of the Zone Board representative of the Parks and Recreation Advisory Board shall be in accordance with City of Regina policy.

Article 12 Transit Advisory Board Representative

- 12.1 The Zone Board shall nominate, by election, a representative on the Transit Advisory Board. If a representative wishes to extend their term, there will be no need for an election unless there is more than one candidate interested in the position.
- 12.2 The representative shall be a resident of the zone and shall become a member of the Zone Board. If no one from the Zone comes forth, the Board may appoint someone from outside of the zone to represent the Zone.
- 12.3 The term of the Zone board representative of the Transit Advisory

Board in accordance with City of Regina policy.

Article 13 Constitution Amendments

- 13.1 Proposed amendments to the Zone Constitution shall be given, in writing, thirty (30) days prior to any general meeting.
- 13.2 The proposed amendments to Zone Constitution shall be produced in sufficient quantities so that members at the general meeting may peruse these proposals prior to the vote being taken.
- 13.3 An amendment to Zone 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.
- 13.4 An amendment to Zone 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 14 Zone Bylaws

- 14.1 Zone Bylaws to set procedures, policies, and position functions, shall be made and amended at the discretion of the Zone Board.

Article 15 Parliamentary Authority

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

Article 16 Dissolution

- 16.1 If the Executive conclude that the Zone Board 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 Zone Board must be approved by a two-thirds (2/3) majority of eligible voters present before it can be implemented.

- 16.2 The Zone Board may lie dormant, with its assets held in trust by the Zone Board, for a maximum of three (3) years, or until there is enough interest to make its operation viable once again.
- 16.3 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 Zone Board, 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 East Zone Board mandate