

Hidden Valley Community Association Bylaws

Article 1 – Preamble

1.1 The Society

The name of the society is the Hidden Valley Community Association.

- 1.1.2 The society known as Hidden Valley Community Association, hereinafter referred to as the “Association”, is incorporated under the Societies Act of the Province of Alberta.
- 1.1.3 The borders of the Hidden Valley Community Association include Hidden Valley and Hanson Ranch in Hidden Valley. Association borders can be described as follows: North of Country Hills Boulevard NW, East of Shaganappi Trail NW, South of Stoney Trail NW and West of the community Panorama NW, belonging to the Northern Hills Community Association.

1.2 The Bylaws

Bylaws regulate the business affairs of the Association. All Directors and individuals for whom a Membership has been purchased must abide by and uphold these bylaws as amended from time to time.

Article 2 – Defining and Interpreting the Bylaws

2.1 Definitions

In the bylaws, the following words have these meanings:

- 2.1.1 “Acclamation” - only one Director or Regular Member has been nominated for a position on the Board at any Annual General Meeting or Special Meeting through lack of opposition. They may be considered elected for that position pending approval through a Major Decision Vote.
- 2.1.2 “Act”- the Societies Act R.S.A. 2000, Chapter S-14 as amended or any statute substituted for it and includes any regulations promulgated there under from time to time.
- 2.1.3 “Adult” - any person 18 years or older.
- 2.1.4 “Annual General Meeting” or “AGM” - annual meeting open for every individual for whom a Membership has been purchased pursuant to Article 4.2.
- 2.1.5 “Appoint”- to assign a task or position to a Director or Regular Member at any Board of Directors Meeting pending resolution through Major Decision vote to remain in effect until the next Annual General Meeting.
- 2.1.6 “Associate Member”- an individual for whom an Associate Membership has been purchased held by a household located outside of established borders of the Association pursuant to Article 3.6.
- 2.1.7 “Association” or “Community Association”- generally an organization representing a residential community incorporated under the Societies Act of Alberta that may provide facilities, programming and services without reference to ethnic origin, religion or political affiliation. Within these bylaws the terms refer specifically to the Hidden Valley Community Association.
- 2.1.8 “Board” or “Board of Directors” - the elected and appointed Executive Committee - including a Chairperson from each Standing Committee and/or Ad Hoc Committee of the Association, as applicable, pursuant to the bylaws.

- 2.1.9 “Director”, “Committee Director” or “Executive Director” - any Regular Member elected or appointed to the Board, in the manner provided in the bylaws.
- 2.1.10 “Executive Committee” - Officers of the Association being the President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- 2.1.11 “Fiscal Year”- twelve (12) month period commencing on April 01 of a year and ending on March 31 of the following year.
- 2.1.12 “Major Decision Vote”- a vote on a written motion applicable to a topic listed in Article 4.13. In order to pass, the motion requires a) a quorum be met and b) a vote in favour by seventy five percent (75%) of the Directors and Regular Members who are visibly present and eligible to vote at the applicable meeting of the Association.
- 2.1.13 “Membership” – a purchased right to be a member of the Association as a group where applicable name(s) are entered in to the Register of Membership, entitling the holder to the privileges pursuant to Article 3.
- 2.1.14 “Good Standing”- when referring to a membership, that the applicable fee has been paid and the Membership has not been terminated pursuant to Article 3.8.
- 2.1.15 “Policy and Procedures”- administrative rules and guidelines created and amended by the Board a) from time to time b) with respect to the management and governance of the Association c) which may elaborate on the proper functioning of the Association d) consistent with the bylaws.
- 2.1.16 “Proper Notice” or “Notice”- information given in writing, by any practically available media including but not limited to: e-mail, newsletters, website and signage; stating the intention or purpose of the meeting pursuant to Article 4.6.
- 2.1.17 “Quorum”- the minimum attendance required at a meeting of the Association in order to vote or pass a motion. Quorum for Board of Directors Meetings is (50% + 1) with a minimum of six (6) Board of Directors whereas at least two (2) Board of Directors are on the Executive Committee. Annual General Meetings and Special Meetings also require six (6) Regular Members visibly present and eligible to vote pursuant to Article 4.10.
- 2.1.18 “Regular Member”- an individual for whom a Regular Membership has been purchased, held by a household within established borders of the Association pursuant to Article 3.5
- 2.1.19 “Resolution”- a written motion that requires approval of simple majority, fifty one percent (51%) of Directors and Regular Members who are visibly present at the applicable meeting of the Association and eligible to vote, provided there is quorum, pursuant to Article 4.12.
- 2.1.20 “Simple Majority Vote”- more than fifty per cent (50%) of the votes cast by Directors and Regular Members who are visibly present at the applicable meeting of the Association and eligible to vote, provided there is quorum, pursuant to Article 4.12.
- 2.1.21 “Special Meeting”- a meeting called for one specific purpose open to individuals for whom a Membership has been purchased, pursuant to Article 4.3.
- 2.1.22 “Vote” - method for Directors and Regular Members of the Association to make a decision or express an opinion, following a discussion.

2.2 Interpretation

In the bylaws:

- a) The singular will include the plural, and the plural the singular;
- b) The word “person” will include corporations and societies; and

- c) Masculine shall include the feminine;
- d) Wherever reference is made to any Article such reference will be deemed to extend and apply to any amendment to such statute as the case may be.

Article 3 – Membership

3.1 Guidelines

- 3.1.1 Membership in the Association is open to all individuals who support the bylaws of the Association. Membership permits individuals to have the rights and privileges subject to the duties and obligations set out by these articles.
- 3.1.2 Membership in the Association is non-transferrable.
- 3.1.3 Membership is required for participation in activities provided by the Association.
- 3.1.4 The Membership Director, or other Director appointed by the Board, will verify Membership is in Good Standing status, pursuant to Article 3.8.
- 3.1.5 A Membership Register will be kept current and confidential in safe storage, pursuant to Article 7.7.4.

3.2 Membership Year

Term of Membership shall be for the annual period of January 01 to December 31.

3.3 Setting Membership Fees

Annual Membership Fees will be determined by Directors of the Association each year.

- 3.3.1 Membership fees must be received before Membership status is entered into the Register of Membership.

3.4 Classification of Membership

There are two categories of Membership in the Association being:

- a) Regular Membership
- b) Associate Membership

3.5 Regular Membership

- 3.5.1 Regular Membership is held by a household living within the established borders of the Association.
- 3.5.2 Regular Membership registers up to two (2) adults as Regular Members and any number of children under the age of eighteen (18) living in the same residence.
- 3.5.3 Regular Membership will permit participation in any and all activities of the Association where eligibility and space allow.
- 3.5.4 An individual for whom a Regular Membership has been purchased has the right to attend any meeting of the Association.
- 3.5.5 An individual for whom a Regular Membership has been purchased has the right to vote only at the Annual General Meeting or Special Meeting of the Association.
- 3.5.6 An individual for whom a Regular Membership has been purchased can stand for nomination or appointment as a Director, provided that their Membership is in Good Standing.

3.6 Associate Membership

- 3.6.1 Associate Membership is held by a household living outside the established borders of the Association.
- 3.6.2 Associate Membership registers up to two (2) adults as Associate Members and any number of children under the age of eighteen (18) living in the same residence.
- 3.6.3 Associate Membership will permit participation in any and all activities of the Association where eligibility and space allow, after providing the needs of Regular Members.
- 3.6.4 An individual for whom an Associate Membership has been purchased has the right to attend any meeting of the Association.
- 3.6.5 An individual for whom an Associate Membership has been purchased does not have the right to vote at Annual General Meetings and/or Special Meetings of the Association.
- 3.6.6 An individual for whom an Associate Membership has been purchased cannot stand for nomination or appointment as a Director.

3.7 Change of Address of Membership

- 3.7.1 An individual for whom a Regular or Associate Membership has been purchased shall give notice to the Association in a timely manner of any change of address.
- 3.7.2 An individual for whom a Regular Membership has been purchased shall automatically change to an Associate Membership when they move outside the established borders of the Association.
- 3.7.3 An individual for whom an Associate Membership has been purchased shall automatically change to a Regular Membership when they move inside the established borders of the Association.
- 3.7.4 If only one (1) registered adult changes address, the Membership shall be deemed to belong to the adult residing at the original address registered with the Association.

3.8 Suspension and Termination of Membership

Membership may be terminated by:

3.8.1 Failing to renew Membership

All Memberships described above shall automatically terminate annually on December 31.

3.8.2 Resigning Membership

Membership may be resigned at any time by giving the Secretary or other Director appointed by the Board notice in writing. No reimbursement of membership fees will be paid.

3.8.3 Decision by the Board

The Board has the authority to terminate Membership where:

- a) An individual for whom a Membership has been purchased has failed to abide by the requirements of the bylaws
- b) An individual for whom a Membership has been purchased has disrupted meetings or functions of the Association
- c) The actions or omissions of an individual for whom a Membership has been purchased have harmed the Association or

d) An individual for whom a Membership has been purchased has failed to pay any annual membership fee, registration fees or indebtedness owed to the Association, ninety (90) days to be consistent from and including the date the obligations come due, unless the Board agrees in writing to extend the payment deadline.

3.8.4 The Board has the authority to terminate Membership through the following procedure:

- a) A recommendation to terminate Membership is made by the Board
- b) An individual for whom a Membership has been purchased is in question has been given written notice at least one (1) week prior to the meeting of the Association and
- c) The individual in question for whom a Membership has been purchased in their defence, shall have the opportunity to be heard at the meeting of the Association or to submit a statement in writing.

3.8.5 The decision to terminate a Membership requires a Major Decision Vote. In order to pass the motion requires a vote in favour by seventy five percent (75%) of the Directors and Regular Members who are visibly present and eligible to vote at the applicable meeting of the Association.

3.8.6 Any Director or Regular Member who enters into an agreement or contract with the Association to give or receive remuneration, professional or personal benefit for service provided, shall have their voting rights suspended during the term of the contract.

3.9 Reinstatement of Terminated Membership

When Membership has been terminated by the Board their Membership may be reinstated after one (1) year from the date of termination. Reinstated requires an application and a Major Decision Vote in favour by seventy five (75%) of the Directors and Regular Members who are visibly present and eligible to vote at the applicable meeting of the Association.

3.10 Limitation of the Liability of Membership

No individual for whom a Membership has been purchased is in their individual capacity liable for any debt or liability of the Association.

3.11 Conflict of Interest Regarding Membership

The activities of the Association are not carried out for the purpose of personal benefit or financial gain for an individual for whom a Membership has been purchased.

3.12 Arbitration and / or Mediation

Arbitration and / or mediation may be used by individuals for whom a Membership has been purchased to resolve disputes arising out of the affairs of the Association. If the dispute is not resolved by mediation the decision of the Arbitrator shall be binding for all parties.

Article 4 – Meetings

4.1 Classification of Meetings

Meetings of the Association include:

- a) Annual General Meeting
- b) Special Meeting

- c) Board of Directors Meeting
- d) Committee Meeting and/or Ad Hoc Committee Meeting.

4.2 Annual General Meeting

- 4.2.1 The Board of Directors shall call for an Annual General Meeting within one hundred and twenty (120) days from and including the Association Fiscal Year End.
- 4.2.2 Once a year the Association will hold an Annual General Meeting at the place, day and time established by the Board.

4.3 Special Meeting

- 4.3.1 A Special Meeting may be called for only one (1) specific purpose
- 4.3.2 A Special Meeting may be called by the President any Director or Regular Members providing:
 - a) The Board sees fit to call such meeting
 - b) A written request of at least thirty (30) Regular Members stating the reason for the Special Meeting and any motions intended to be submitted at the applicable meeting of the association.
- 4.3.3 The Board will convene a meeting within a maximum of thirty (30) days of receipt of a Special Meeting request.
- 4.3.4 In order to pass a decision requires a vote in favour by seventy five percent (75%) of the Directors and Regular Members who are visibly present and eligible to vote at the applicable meeting of the Association.

4.4 Board of Directors Meeting

- 4.4.1 Directors can transact any business either special or general at Board of Directors Meetings or at the applicable meeting of the Association provided there is quorum.
- 4.4.2 There shall be a minimum of seven (7) meetings held between Annual General Meetings at regular scheduled dates and times as determined by the Directors.
- 4.4.3 The Board may appoint any month, day and hour for regular Board of Director Meetings which do not require notice, pursuant to Article 4.6.
- 4.4.4 Each Board meeting shall be held at a location of the Association, unless otherwise designated in agreement by the Directors.
- 4.4.5 Additional Board of Director Meetings may be called when requested by three (3) Directors.

4.5 Committee Meeting and/or Ad Hoc Committee Meeting

- 4.5.1 The Board has the authority to establish Standing Committees and Ad Hoc Committees for the following purposes:
 - a) To provide information, training and services necessary for the survival and growth of the Association
 - b) To recommend activities, events and programs to the Board, which will improve services provided by the Association and
 - c) To study and report on a specific topic.
- 4.5.2 Duly appointed Standing Committees and /or Ad Hoc Committees of the Board shall meet from time to time or any time at the discretion of the chairperson of each such committee or at the call of the Directors.

4.6 Notice of Meetings

- 4.6.1 Proper written notice shall be given to everyone whose names are entered on the Register of Membership at least twenty-one (21) days prior to any Annual General Meeting and Special Meeting.
- 4.6.2 Notice shall be given to each Director approximately seven (7) days prior to a Board of Directors Meeting except where the Board has appointed any specific month, day and hour for regular Board of Director Meetings.
- 4.6.3 A Notice shall state:
 - a) Meeting date, time and place
 - b) Sufficient detail to enable Directors and an individual for who a Membership has been purchased to form a reasonable judgement about the business to be transacted
 - c) Any motion intended to be determined at such meeting.
- 4.6.4 When sending a Notice to Directors and an individual for whom a Membership has been purchased for any meeting or otherwise, the address used shall be the last address recorded in the Membership Register.
- 4.6.5 Notice for every Annual General Meeting and Special Meeting will be given in writing by any practically available media including, but not limited to: email, newsletters, website and signage stating the intention or purpose of the meeting.
- 4.6.6 Any individual for whom a Membership has been purchased may waive notice of a meeting of the Association except notice of a Major Decision Vote.
- 4.6.7 Notice will not be required for a meeting of the Association held immediately following the Annual General Meeting at which the Directors were elected held solely for organizational purposes.
- 4.6.8 A statement by the President that notice has been given pursuant to the bylaws shall be sufficient and conclusive evidence of giving such notice.
- 4.6.9 No error or omission in giving Notice of any meeting of the Association invalidates the meeting or makes void any proceedings taken.

4.7 Agenda

- 4.7.1 The Agenda for all meetings of the Association shall be attached or included in the Notice of all meetings of the Association.
- 4.7.2 Any motion intended to be determined at meetings of the Association must be included in the Agenda.
- 4.7.3 Only the matter as set out in the Notice and Agenda will be considered at all meetings of the Association unless of an emergency nature at a Board of Director Meeting, which requires approval through simple majority vote.
- 4.7.4 General Order of Meetings
All meetings of the Association shall be conducted in accordance with Robert's Rules of Order. The general order of meetings shall include:
 - a) Call to Order
 - b) Approval of Minutes
 - c) Executive Officers Reports
 - d) Unfinished (old) Business

- e) New Business
- f) Adjournment

4.7.5 Agenda for an Annual General Meeting

- a) The order of business shall be at the discretion of the Chairperson, provided that, in general, the business and reports relating to the preceding Fiscal Year shall take place before the Election of the Directors.
- b) The Business Agenda of the Annual General Meeting shall include, but not be limited to:
 - i) Approval of the Minutes of the previous year's Annual General Meeting;
 - ii) President's Report of the year's activities, including a review of the significant initiatives pursued by the Board and performance relative to the budget for the preceding Fiscal Year;
 - iii) Treasurer's Report and the Audited Financial Statements of the Association for the preceding Fiscal Year, of which sufficient copies are to be available for examination and viewing of the membership present;
 - iv) The Board given authority to appoint an Auditor prior to the next Annual General Meeting pursuant to Article 7.2.2.
 - v) Reports from all Board of Directors;
 - vi) Election of Board of Directors for the upcoming year and
 - vii) Any other business of the Association except that no vote shall be taken on any matter requiring notice of a Major Decision Vote, unless such notice has been given.

4.8 **Attendance at Meetings**

Meetings of the Association shall be open to individuals in Good Standing unless:

- a) Otherwise approved by the Board of Directors**
- b) Part of any meeting is closed by simple majority vote cast by the Directors visibly present with reasons given for closure.**

4.9 **The Chairperson**

At all meetings of the Association the President shall be entitled to take the chair and lead the meeting. If the President does not arrive within fifteen (15) minutes of the time appointed for the scheduled meeting then the person who will take chair will be decided as follows:

- a) In the President's absence a Vice-President will take the chair or
- b) In the absence of both Vice-Presidents the Directors at the meeting shall nominate a Director to take the chair or
- c) In the case of a scheduled absence either the President or Vice-Presidents can designate a Director as their replacement ahead of time or
- d) If two (2) Executive Directors are not present the meeting will be cancelled or re-scheduled.

4.10 **Quorum**

4.10.1 Quorum is the minimum attendance required at a meeting of the Association in order to vote or pass a motion.

- 4.10.2 Quorum for Board of Directors Meetings is (50% + 1) with a minimum of six (6) Board of Directors where at least two (2) Board of Directors are on the Executive Committee visibly present.
- 4.10.3 Annual General Meetings and Special Meetings also require six (6) Regular Members visibly present and eligible to vote.
- 4.10.4 Should there fail to be a quorum at any duly called meeting of the association within thirty (30) minutes from the time appointed for the meeting, votes and motions at that meeting shall be ratified at the next scheduled meeting of the Board otherwise such business shall be null and void.

4.11 Conflict of Interest

The activities of the Association are not carried out for the purpose of personal benefit or financial gain for any Director or an individual for whom a Membership has been purchased.

- 4.11.1 Any Director or Regular Member who may have a conflict of interest addressed at a meeting must:
 - a) Advise the Chairperson of the conflict prior to the matter being discussed
 - b) Remove themselves from the meeting until the matter has been resolved and
 - c) Not participate in the voting process.

4.12 Voting

- 4.12.1 Every Adult with a Regular Membership registered with the Association, shall have one (1) vote at Annual General Meetings and Special General Meetings only.
- 4.12.2 Voting at all meetings of the Association will be by show of hands unless a ballot is requested by any Director or Regular Member who are visibly present and eligible to vote.
- 4.12.3 If a ballot is demanded and not withdrawn, the ballot shall be taken in such a manner as the Chairperson shall direct.
- 4.12.4 All questions to be determined at a meeting of the association shall be decided by a simple majority vote pursuant to Article 4.13 unless otherwise required by the bylaws or Societies Act.
- 4.12.5 Every Director where elected or appointed to the Board, visibly present at any meeting of the Association shall be entitled to one (1) vote.
- 4.12.6 Voting by the President should only be exercised in the case of a tie.
- 4.12.7 There shall be no voting by proxy permitted at any meeting of the Association.
- 4.12.8 During the Election of Directors:
 - a) Individual votes shall be conducted for each position on the Board and
 - b) A secret ballot is needed when two or more people are nominated for the same position.
- 4.12.9 If an election is not by acclamation, the outcome will be determined by a plurality vote. The Regular Member who receives the most votes is elected to the applicable position on the Board.
- 4.12.10 A declaration by the Chairperson that a resolution has been carried or not carried and an entry to that effect in the Minutes of the Association will, in the absence of dispute at the time of the declaration, be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against the resolution.

4.13 Major Decisions

The following decisions of the Association require a Major Decision Vote of approval by Directors and Regular Members visibly present and eligible to vote:

- a) Seasonal budgets
- b) Annual fees of the Association (Membership, Registration and or other User Fees)
- c) Borrowing pursuant to Article 7.3
- d) Bylaw amendments pursuant to Article 8
- e) Budgeted expenditures of \$5000.00 or greater pursuant to Article 7.2.4
- f) Direction of signing authority pursuant to Article 7.2.5
- g) Election of Directors pursuant to Article 4.12.8
- h) Removal of Membership pursuant to Article 3.8
- i) Removal of Directors pursuant to Article 6.6
- j) Distributing Assets and Dissolving the Association pursuant to Article 9.

4.14 Submission of Contract or Transactions for Approval

The Directors at their discretion may submit any contract, act or transaction for approval, Ratification or confirmation at any meeting of the Association. All resolutions passed at any meeting of the Association will be valid and binding upon the Association as though it had been approved, ratified or confirmed by every Regular Member unless any different or additional requirement is imposed by the bylaws or any statute.

4.15 Adjournment

- 4.15.1 Any meeting of the Association may be adjourned at any time or before completion by simple majority vote by the Chairperson, Directors and Regular Members who are visibly present and eligible to vote.
- 4.15.2 The subsequent meeting conducts only the unfinished business from the original adjourned meeting when quorum is present.
- 4.15.3 No notice is necessary for any adjourned meeting or the subsequent meeting if the date, time and location are determined before adjournment.
- 4.15.4 If there is no quorum present at the subsequent meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment.

Article 5 - Board of Directors

5.1 Powers and Duties of the Board

- 5.1.1 Board of Directors will have and exercise full control and management of the business and affairs of the Association subject to these bylaws or directions given it from Members who are visibly present and eligible to vote at any Annual General Meeting and Special Meeting.
- 5.1.2 The Board is responsible for maintaining Good Standing with the Societies Act of Alberta.
- 5.1.3 The Board is responsible for the development and review of Strategic Planning and Sustainability Checklist as per City of Calgary Licence of Occupation (LOC).
- 5.1.4 The Board is responsible for the development and review of Position Descriptions for every Director each year.

- 5.1.5 The Board will prescribe and enact Policies and Procedures consistent with these bylaws for the proper operation of the Association and Facilities. Such Policies and Procedures will be recorded in an organized manner within Association records.
- 5.1.6 No Director or Member shall take it upon themselves to commit the time, resources or finances of the Association or its Board without prior approval of such commitment at the applicable meeting of the Association.
- 5.1.7 No Director/Officer shall receive remuneration for acting in a position of the Board nor directly or indirectly receive any benefit or profit from their position as per Articles 4.11 and 7.4.
- 5.1.8 A Director cannot be an employee of the Association.
- 5.1.9 Every Director of the Association shall in the exercise of their powers and discharge of their duties act honestly and in good faith with a view of the Association's best interest. They will exercise care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 5.1.10 The Powers and Duties of all Directors shall include but not be limited to:
- a) Promote the Objectives of the Association
 - b) Promote Membership in the Association and collect Membership Fees
 - c) Establish Committees with Mandates and Terms of Reference (dissolve as determined)
 - d) Maintain and protect assets and property of the Association
 - e) Purchase, lease or otherwise acquire, alienate, sell, exchange or dispose of lands, buildings and other property, moveable or immovable, real or personal or any right or interest therein for such consideration and upon such terms as the Board considers reasonable
 - f) Prepare and approve an Annual Budget for the Association pursuant to Article 7.2.3
 - g) Pay all expenses and receive all revenues, respecting operation and management of the Association
 - h) Undertake through whatever means the Board determines is advisable, to further the financial position of the Association. This includes fundraising activities with expenditures as deemed necessary
 - i) Manage and administer Association's affairs including: to enter into contracts and to accept, solicit or receive donations, gifts, grants and benefits of any kind for the purpose furthering the objectives of the Association
 - j) Accumulate, use, invest, apply, give, distribute or donate all or part of the Association's funds in order to carry out the objectives of the Association
 - k) By a Major Decision Vote borrow, raise or secure the repayment of money in such terms and conditions set out by a mortgage, charge or other security of the whole or any part of the present and future property of the Association
 - l) Appoint and remunerate any accountants, solicitors or other experts or agents ensuring that all necessary books, records and registers of the Association required by these bylaws or by any applicable statute or law are regularly and properly kept
 - m) File such returns, reports and other materials as are required to be submitted under the Societies Act other statutes or laws
 - n) Ensure that all policies of insurance required to be maintained by the Societies Act and other applicable statute or law are acquired and maintained
 - o) Minutes of each Meeting of the Association filed and stored pursuant to Article 7.7

- p) Supervise, evaluate and release Board of Directors and Members of the Association as deemed necessary
- q) Have the authority to appoint a Past-President to serve in an advisory capacity and to provide continuity to the Board. The Past-President will have a non-voting position performing such duties as may be assigned by the Board
- r) To exercise all such other powers and do all such other things as the Association is legally authorized to do which are not by these bylaws required to be exercised by its Members.

5.2 The Board

The Board shall consist of:

- a) Not less than six (6) and not more than fifteen (15) Directors shall be elected or appointed to manage the affairs of the Association pursuant to Article 5.2
- b) An Executive Committee including: President, First Vice-President, Second Vice President, Secretary and Treasurer
- c) Standing Committee Directors and
- d) Other Directors at Large deemed necessary.

Article 6 - Committees

6.1 The Executive Committee

The Executive Committee will be elected through Major Decision vote in favour of the Directors and Regular Members who are visibly present and eligible to vote at an Annual General Meeting.

- a) The President
- b) The First Vice-President
- c) The Second Vice-President
- d) The Secretary
- e) The Treasurer

6.2 Standing Committee Directors

The Board may elect Standing Committee Directors through Major Decision vote in favour of the Directors and Regular Members who are visibly present and eligible to vote at an Annual General Meeting including:

- a) Communications
- b) Schools Liaison
- c) Civic Affairs
- d) Facility and Rink
- e) Sports
- f) Programs and Events
- g) Membership
- h) Volunteers
- i) Fundraising
- j) Building and Development
- k) Other Directors at Large as deemed necessary.

6.3 Limitations on Successive Terms

- 6.3.1 Regular Members who are visibly present and eligible to vote at the Annual General Meeting may be elected for a Standing Committee Director position with a one (1) year term, renewable for two (2) terms maximum.
- 6.3.2 Regular Members appointed to a Standing Committee Director position on the Board will hold office until the next Annual General Meeting.
- 6.3.3 Directors elected into a position on the Executive Committee will be elected for a two (2) year term renewable for two (2) terms maximum at the Annual General Meeting.
- 6.3.4 No Regular Member who is visibly present and eligible to vote at an Annual General Meeting will be elected as a Director for more than six (6) years in succession. Regular Members will be eligible to serve again as a Director following an absence of one (1) year.

6.4 Election of Directors

- 6.4.1 Nominations for any Director position may only include those candidates who have consented to their candidacy and:
 - a) The candidates name has been submitted by the Board Development Committee or
 - b) The candidates name has been nominated from the floor at the Annual General Meeting and
 - c) Occurs with consent from the Board by way of Major Decision vote.
- 6.4.2 Each Director will have a Regular Membership with the Association at the time of election or appointment and throughout that Director's term.
- 6.4.3 All Board of Directors in a one (1) year term will be elected annually by Regular Members who are visibly present and eligible to vote at the Annual General Meeting.
- 6.4.4 Any Regular Member can nominate another Regular Member to a Standing Committee Director position until the next Annual General Meeting by submitting to the Secretary, or other Director appointed by the Board, a written motion that meets the following criteria:
 - i) The nomination states the Regular Member is in Good Standing to the effect that no money is owed to the Association and they have no history of committing a breach of these bylaws
 - ii) The nomination is seconded by another Regular Member
 - iii) The position is specified for which the Regular Member is nominated
 - iv) The motion is received by the Board Development Committee no later than fourteen (14) business days prior to the date of the applicable meeting of the Association.
- 6.4.5 A Board Development Committee may be convened by the Board as and when necessary. This committee will consist of:
 - a) One (1) Regular Member not on the Board of Directors
 - b) One (1) Director currently on the Board and
 - c) One (1) Executive Director.
- 6.4.6 The Board Development Committee at the applicable time will solicit and present a list of nominated candidates for the Election of Directors. Further nominations for Election of Directors may be made by Regular Members who are visibly present and eligible to vote at the Annual General Meeting.
- 6.4.7 The Board of Development Committee will send their report to the President to be included with the Annual General Meeting Notification and Agenda where applicable.

6.4.8 Regular Members must be visibly present and eligible to vote at the meeting of the Association in order to consent to the nomination.

6.5 Power to Appoint

When quorum of Directors remains on the Board Directors may:

- a) Appoint a successor who meets Position Description requirements to any vacant Executive Director position pending resolution through simple majority vote cast by Directors who are visibly present and eligible to vote at the applicable meeting of the Association until the next Annual General Meeting
- b) Appoint additional Regular Members to any vacant Standing Committee Director position to a maximum of eight (8) pending resolution through simple majority vote cast by Directors who are visibly present and eligible to vote at the applicable meeting of the Association until the next Annual General Meeting.

6.6 Removal of a Director/Officer

6.6.1 A Director may be removed before the expiration of their term by:

- a) The Board or
- b) Regular Members.

6.6.2 Removal of Director by the Board

The Board may remove any Director before the expiration of their term for:

- a) Conduct deemed improper, unbecoming or likely to endanger the interest or reputation of the Association or
- b) Wilfully committing a breach of the bylaws or
- c) Failing to disclose conflict of interest or acts in conflict of interest or
- d) Failing to inform the Board of any issues that they may be aware of that may have a negative impact on the Association.

6.6.3 The Board may remove any Director before the expiration of their term through the following procedure:

- a) By submitting to the Secretary or other Director appointed by the Board not less than ten (10) days before a scheduled Board of Directors Meeting a written request for a closed session review for the purpose of removing any other Director from their position containing details of their complaint and
- b) By notifying the Director in question in writing of the charge or complaint against them not less than seven (7) days before a scheduled Board of Directors Meeting and
- c) Giving the Director an opportunity to be heard and to present a defense at a Board of Directors Meeting and
- d) Pending a resolution in favour through a Major Decision vote of Directors who are visibly present and eligible to vote at the meeting of the Association and
- e) The resolution as decided by the Board of Directors is final. If the Director is not removed they shall continue to hold their position for the remainder of their unexpired term.

6.6.4 Removal by Regular Members

Regular Members may remove any Director before the expiration of their term through the following procedure:

- a) By calling for a Special Meeting pursuant to Article 4.3 and

- b) By notifying the Director in question as well as submitting to the Secretary or other Director appointed by the Board in writing of the charge or complaint against them not less than seven (7) days before the called Special Meeting and
- c) Giving the Director an opportunity to be heard and present a defense at the applicable meeting of the association and
- d) Pending resolution through a Major Decision Vote by Directors and Regular Members who are visibly present and eligible to vote entitled to vote.

6.6.5 Any Director removed from the Board shall not be eligible to stand for election or appointment for a period of two (2) years from date of removal.

6.6.6 Any Director removed from the Board shall have their Membership reviewed for Good Standing Status.

6.7 Vacancies

6.7.1 A Director shall automatically terminate their position as Director and return all property and controls of the Association and the Board of Directors may declare the position vacated if the Director:

- a) Ceases to hold a Regular Membership or
- b) Has missed three (3) consecutive meetings of the Association without giving prior notice for their absence or
- c) Resigns by written notice to the Secretary or other Director appointed by the Board or
- d) Is removed from position by the Board of Directors or
- e) Is convicted of an indictable offence or
- f) Becomes incapacitated and/or dies.

6.7.2 Any Director who has terminated their position on the Board shall not be eligible to stand for election or appointment for a period of one (1) year from when the position was declared vacant. Special circumstances may be considered by the Board of Directors, where said Director may be reinstated through a Major Decision Vote.

Article 7 – Finance and Other Management Matters

7.1 The Registered Office

The Registered Office of the Association is located in the community known as Hidden Valley, Calgary, Alberta.

7.2 Finance and Auditing

7.2.1 The Fiscal Year

The Fiscal Year of the Association begins the first (1) day of April and ends the thirty-first (31) day of March each year.

7.2.2 Audit

The Audit of the books, accounts and records of the Association will be carried out at least once (1) each year by a qualified accountant.

- a) At each Annual General Meeting of the Association the auditor will submit their report together with the financial statements of the Association for the previous year and

- b) The Board will determine any remuneration for such services in the discretion of the Board acting reasonably and
- c) Any such auditor or Regular Member eligible to vote may not be:
 - i) A Director
 - ii) A Legally Related Person to a Director or
 - iii) Any person who is a business partner or employee of a Director.

7.2.3 Budget

The budget will address financial requirements associated with current and future plans for the community. The Association encourages a cooperative teamwork approach in establishing a budget each year. The budget approval process will:

- a) Allow for adequate discussion and consultation prior to reaching final decisions
- b) Provide a guideline and timetable to assist in attaining goals.

7.2.4 Approval of Expenditures

- a) All expenditures over \$200.00 must be approved by the Board through a simple majority vote pursuant to Article 4.12.
- b) Expenditures less than \$200.00 may be approved by the acceptance and approval of a budget by the Board.
- c) Acceptance and approval of the budget is approval of any expenditure therein.
- d) Expenditures over \$5000.00 require a Major Decision Vote by the Board for approval pursuant to Article 4.13.
- e) The Board may proceed with an expenditure for which approval is required insofar as the expenditure is required in an emergency situation to protect the Facilities provided that such expenditure is then ratified as soon as is feasible as applicable.

7.2.5 Signing Authority

7.2.6 Cheques

- a) Designated Directors on the Executive Committee will sign all cheques drawn on the General Funds of the Association and
- b) Two signatures are required on all cheques and
- c) Any cheque payable to a signing Director shall not be signed by themselves and
- d) Any cheque payable to a Director or to a person with whom that Director is legally related shall not be signed by that Director.

7.2.7 Contracts

All contracts of the Association must be signed by the designated Directors on the Executive Committee or other Director authorized to do so by resolution of the Board and

- a) Shall be signed by two signatures and
- b) The seal shall be affixed as required and
- c) Once signed such deeds, transfers, licenses, contracts and documents shall be binding upon the Association.

7.3 Borrowing Powers

Money may be borrowed:

- a) For the purpose of carrying out the Association's objectives and
- b) With approval from Regular Membership who are visibly present and eligible to vote at an Annual General Meeting and Special Meeting of the Association.

7.4 Payments

- a) No Director or Regular Member of the Association will receive any payment for their services as a Director or Member and
- b) Directors and Members will be reimbursed for expenses incurred through their position with prior approval from the Board of Directors.

7.5 Insurance

Adequate insurance coverage over facilities and operations of the Association must be maintained on an annual basis.

7.6 Seal of the Association

- 7.6.1 The Board has adopted a Seal of the Association.
- 7.6.2 The Secretary has control and custody of the Seal unless the Board decides otherwise.
- 7.6.3 The use of the seal will be determined by the Board.

7.7 The Keeping and Inspection of the Books and Records

7.7.1 Minute Book

The Secretary or other Director appointed by the Board will keep a copy of the Minute Book and is responsible for recording minutes of Board of Director Meetings and other Meetings of the Association involving Members excluding Standing Committee and Ad Hoc Committee meetings.

7.7.2 Minutes

- a) Meeting minutes from previous meetings of the Association must be adopted at the start of the next scheduled meeting of the Association. A motion must be made, seconded and carried.
- b) Amendments to meeting minutes must be recorded within meeting minutes at the beginning of a scheduled meeting as required. A motion must be made, seconded and carried.

7.7.3 The Board is ultimately responsible for keeping all necessary books and records of the Association as required by these bylaws, the Societies Act or any other statute or laws including but not limited to the following:

- a) Certificate of Incorporation of the Association
- b) A copy of the objectives of the Association and any Major Decision Vote altering the objectives
- c) A copy of the bylaws of the Association and any Major Decision Vote altering the bylaws
- d) A copy of the Policies and Procedures
- e) A copy of the City of Calgary License of Occupation (LOC) and other formal agreements

- f) A copy of originals for all documents, Registers and resolutions required to be maintained or filed by the Act, other statute or law
- g) A copy of the audited financial statements for the preceding Fiscal Year and
- h) A copy of each other document directed by the Board to be inserted into the Minute Book.

7.7.4 Register

The Secretary, Membership Director or other Director appointed by the Board will maintain an accurate Register of Membership of the Association.

7.8 **Inspection of the Books**

The Books and Records of the Association:

- a) Shall at all times be accessible to Members of the Association
- b) May be inspected by Members of the Association at the Annual General Meeting
- c) May be inspected at any time at the registered office of the Association upon giving reasonable notice and arranging a time satisfactory to the Director or Directors having charge of the same or
- d) May be inspected by persons who are not members of the Association if conferred by law or authorized by the Directors.

7.9 **Protection and Indemnity of Directors**

- 7.9.1 Each Director has protection from the Association. The Association indemnifies each Director against all cost or charges that result from any act done in their role for the Association. The Association does not protect any Director for acts of fraud, dishonesty or bad faith.
- 7.9.2 No Director is liable for the acts or omissions of any other Director of the Association. No Director is responsible for any loss or damage due to bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Association. No Director is liable for any loss due to an oversight, error in judgement or by act in their position for the Association, unless the act is fraud, dishonesty or bad faith.
- 7.9.3 Directors can rely on the accuracy of any statement or report prepared by the Association's auditor or other advisors. Directors are not held liable for any loss or damage as a result of acting on that statement or report.

Article 8 – Amending the bylaws

- 8.1 The bylaws may be rescinded, altered or added to by Major Decision Vote passed at any Annual General Meeting and Special Meeting.
- 8.1.2 The twenty-one (21) days Notice of the Annual General Meeting of the Association must include details of the proposed resolution to change the bylaws.
- 8.1.3 The amended bylaws take effect after approval by the Corporate Registry in Alberta.
- 8.1.4 Robert's Rules of Order shall have final jurisdiction in the governing procedure at all meetings of the Association so long as they are not inconsistent with the provision of the Societies Act or the bylaws.

Article 9 – Distributing Assets and Dissolving the Association.

In the event of the Association’s dissolution:

- a) Funds held in the Gaming Account or Consolidated Gaming Account or assets purchased with gaming proceeds will be returned or distributed to another charitable organization with the approval of the Alberta Gaming and Liquor Commission Board.
- b) After the payment of all debts and liabilities, the Association’s net assets shall be distributed to a registered and incorporated charitable organization. Membership selects this organization by Major Decision Vote. In no event will Membership receive any assets of the Association.

Enacted by the Board of Directors

the ____ day of _____ 2013.

President, Hidden Valley Community Association

Confirmed by the Membership in accordance with the Societies Act

the ____ day of _____ 2013.

President, Hidden Valley Community Association

Attachment 1:

Duties of Directors and Officers

Specific Responsibilities of President

In addition to the general duties and responsibilities of all Directors, the President has these additional duties:

- Provide leadership to the Board of Directors
- Keep up-to-date on the activities of the Board Directors, providing direction and assistance where appropriate
- Knowledge of Board governance (By-laws and constitution) and ensure all Board Directors adhere to them
- Assist in the establishment and maintain the upkeep of the Policy Manual
- Willingness to lead and assist the Board in its development, which includes recruitment of new Board Directors and orientation
- Ensure everyone understands their role and how they fit in the organization; develop Organizational Chart
- Utilize the input from Directors, to work with the Treasurer in preparing an annual financial budget
- Work with the Secretary to prepare an agenda for each Board Meeting and the AGM
- Chair all meetings of the Board and Members
- Provide encouragement for participation in meetings and special events
- Ensure that the Board is properly informed about the operations of the organization, including vision and mission statement, and that activities are focused accordingly
- Evaluate the effectiveness of the Board's decision-making and communication process, recommend changes where appropriate
- Serve as ex-officio, non-voting member of all committees and attend meetings when needed
- Ensure an appropriate and measurable set of criteria are maintained to evaluate effectiveness of Board members
- Recognize Board member's contributions to the Board's work, and volunteer contributions to the betterment of the community
- Acts as primary signing authority for bank accounts, cheques, contracts and other documents pertaining to the community association
- Play a leading role in supporting fundraising activities
- Acts as the public and media spokesperson, promoting the association on matters of the Board; write a 'Message from the President' article in each Newsletter
- Prepare a report for the Annual General Meeting
- Consult with municipal, provincial and federal officials on matters affecting the community and surrounding area
- Attend Ward 4 Advisory meetings, Federation of Calgary Communities meetings and other external meetings as appropriate

Authority and Accountability

- The President is elected by and accountable to the members of the Hidden Valley Community Association
- The President serves as a member of the Executive Committee

Term

- The President is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for President
- The President serves as Past-President for one (1) year following their term as President; acting as a non-voting advisory with respect to governance of the community association

Specific Responsibilities of First Vice-President

In addition to the general duties and responsibilities of all Directors, the First Vice-President has these additional duties:

- Assists the President whenever possible
- Acts as leader in the absence of the President
- Prepares to serve a future term as President
- Is familiar with all activities of the Board of Directors
- Provides leadership and guidance to all committees
- Must chair one major committee
- Presides at Board and Member meetings in the President's absence
- Replaces the President at various functions (including meetings of the Federation of Calgary Communities and Ward 4) when asked to do so by the President or the Board
- Assumes the duties of the Treasurer or Secretary in their absence
- Can assume the duties of any vacant Director until the position is filled
- Has signing authority as determined by the Board

Authority and Accountability

- The First Vice-President is elected by and accountable to the members of the Hidden Valley Community Association
- The First Vice-President serves as a member of the Executive Committee

Term

- The First Vice-President is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.

- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for President
- Should the President position become vacant, the First Vice-President can be nominated for the President role after serving one (1) year of a two (2) year First Vice-President term.

Specific Responsibilities of Second Vice-President

In addition to the general duties and responsibilities of all Directors, the Second Vice-President has these additional duties:

- Assists the Vice-President whenever possible
- Acts as leader in the absence of the Vice-President
- Is familiar with all activities of the Board of Directors
- Provides leadership and guidance to all committees
- Must chair one major committee
- Presides at Board and Member meetings in the First Vice-President's absence
- Replaces the First Vice-President at various functions (including meetings of the Federation of Calgary Communities and Ward 4) when asked to do so by the President, First Vice-President or the Board
- Assumes the duties of the Treasurer or Secretary in their absence
- Can assume the duties of any vacant Director until the position is filled
- Has signing authority as determined by the Board

Authority and Accountability

- The Second Vice-President is elected by and accountable to the members of the Hidden Valley Community Association
- The Second Vice-President serves as a member of the Executive Committee

Term

- The Second Vice-President is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for Vice President
- Should the First Vice-President position become vacant, the Second Vice-President can be nominated for the First Vice-President role after serving one (1) year of a two (2) year Second Vice-President term.

Specific Responsibilities of Treasurer

In addition to the general duties and responsibilities of all Directors, the Treasurer has these additional duties:

- Ensure complete and accurate records are kept of the organization's financial matters; including receipts, revenues, expenditures, assets and liabilities.
- Develop and maintain proper internal financial controls and procedures for the safeguarding of the assets; create a system for Revenue planning and tracking.
- Make bank deposits; ensure all monies paid to the association are deposited in a chartered bank, Treasury Branch, Credit Union or Trust Company covered by insurance as chosen by the Board.
- Monitor accounts receivable and ensures appropriate efforts are made to collect.
- Ensure we are participating in the 'Enmax Rinklighter Program' from year to year.
- Ensure timely payment of all invoices and verifies any expense claims made by Board Members through the President.
- Designated signing authority on all bank accounts of the association.
- Works closely as a consultant and advisor to the President with respect to financial matters of the community association.
- Ensure that the Board is provided with regular reports on the organization's financial health; promptly account for the funds of the association.
- Coordinate the annual financial statement audit, ensuring they are prepared by the external accountant no more than ninety (90) days after the fiscal year.
- Ensure proper processes for the development and approval of projected budget for the coming year; request 'Business Plan Templates' from Board of Directors January-March.
- Prepare for presentation at the Annual General Meeting, a statement duly audited, of the position of the association and submit a copy of the same to the Secretary for records.
- Adhere to the annual association budget; only make changes with Board approval.
- Get GST reimbursed for Not for Profit exemption.
- Chair the Finance Committee.

Authority and Accountability

- The Treasurer is elected by and accountable to the members of the Hidden Valley Community Association
- The Treasurer serves as a member of the Executive Committee

Term

- The Treasurer is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position

Specific Responsibilities of Secretary

In addition to the general duties and responsibilities of all Directors, the Secretary has these additional duties:

- Assists in notifying Board members of meetings and ensures there is a quorum at Board meetings
- Ensures timely and appropriate notification of Annual General Meeting to the membership
- In the absence of President and Vice-President, chairs Board meetings and the Annual General Meeting
- Keeps accurate minutes that include motions and decisions resulting from all Board Meetings and the Annual General Meeting; as well as records attendance at these meetings
- Distributes copies of minutes from the meetings to respective members after the meetings, requesting correction for the next Board meeting
- Records all corrections to minutes; signing the final copy, attesting to their accuracy
- Maintains a current filing system and copies of all Board related business (including By-laws, constitution, policies, reports and minutes from meetings and committees) and correspondence Directors may originate or receive
- Ensures there is a second complete set of records in the Community Association Facility (Minute Binder) for referral needs
- Keeps a copy of the list of all members (provided by the Membership committee) as well as the list of members associated with all sub-committees and the Board
- Ensures the distribution of Board correspondence to appropriate members of the Board as well as responds to Board correspondence when required
- Distributes mail received in Community mailbox
- Retrieves voice messages on Community telephone line and forwards messages to appropriate Board members or returns call directly
- Files the annual return on receipt of notice from Corporate Registry Calgary. The annual return consists of the Board members names, addresses and phone numbers, along with a financial statement in accordance with the Association's By-laws and as supplied by the Treasurer. The Annual Return is due on the anniversary of incorporation of the Association
- Review and update Bylaws annually
- File amendments to the Bylaws and other incorporating documents with Corporate Registry
- Acts as a signing authority for cheques and other documents of the association
- Keeps the Seal of the Association
- Maintain a current 'Upcoming Calendar of Activities' of the community association for website and community newsletter

Authority and Accountability

- The Secretary is elected by and accountable to the members of the Hidden Valley Community Association
- The Secretary serves as a member of the Executive Committee

Term

- The Secretary is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position.

Specific Responsibilities of Civic Affairs

In addition to the general duties and responsibilities of all Directors, the Civic Affairs has these additional duties:

- Chairs the Civic Affairs Committee, maintains records of committee minutes for the Secretary and provide information to the Board on committee business
- Respond to questions and concerns from members and residents on Civic Affairs related matters
- Residents are encouraged to bring their concerns to the community association's attention (i.e. traffic control measures, noise bylaw, dog bylaw, wet ponds)
- Conduct surveys with community businesses, members and residents to assess needs
- Gather, organize and present information to the Board when a pattern arises
- Organize and advertize Special Meetings; create an open forum for input on civic/provincial legislation on planning, land development, parks and transportation
- Meet with civic and provincial representatives to discuss positive outcome strategies
- Research and complete applicable documents that will help resolve issues (i.e. Community Traffic Study)
- Represent residents and members of the association through development permit applications by businesses/homeowners
- Work with community groups, organizations and schools to enhance beautification strategies within our community
- Work closely with Communications Director to promote Civic Affairs activities
- Write a Civic Affairs related column for the Newsletter
- Openly communicate and inform residents in the community on important issues that affect them (i.e. snow routes, recycling)

Authority and Accountability

- The Civic Affairs Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Civic Affairs Director serves as a Committee Director

Term

- The Civic Affairs Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting.

Specific Responsibilities of Sports Director

In addition to the general duties and responsibilities of all Directors, the Sports Director has these additional duties:

- Chairs the Sports Program Committee, maintain records of committee minutes for the Secretary and provide information to the Board on committee business
- Prepare and review policy and procedures related to sports programs

- Responsible for the operation and development of Sports programming (i.e. Soccer, Baseball, Hockey)
- Arranges Facilities, Fields (line marking), Timetable/Scheduling, Equipment hand-out and return
- Recruit Coordinators, Coaches, Assistant Coaches, Referees and other volunteers
- Establish Coaching Training programs and /or ensure coaches become qualified under existing programs
- Organize Registration; times and system
- Forward volunteer names accumulated during Registration, to Volunteers Director
- Ensure Registration of all teams in accordance with league rules upon completion of registration for each team
- Sets and collects sports programs fees
- Chairs the Sports Committee, maintaining records of minutes for the Secretary and providing information to the Board on committee business; attends city-wide Sports and Facility related meetings as appropriate
- Work closely with Communications Director to promote each Sports Program
- Writes a Sports related column in our community newsletter and surrounding areas.
- Responds to questions from members and residents on Sports related matters
- Organize and order pictures and awards, distribute accordingly
- Summarize each completed event, documenting planning procedures to use as a reference for future events; including a list of suppliers, sponsors and event details
- Prepare report for Annual General Meeting
- Liaise with other community associations in developing joint community Sports programs in the community; in particular - increase hockey program, offer a Can Skate / Power Skate program
- Establish a Sports budget with advice from the Treasurer
- Submits all receipts to Treasurer within one week of completion of each Sports Program

Authority and Accountability

- The Sports Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Sports Director serves as a Committee Director.

Term

- The Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting

Specific Responsibilities of Memberships Director

In addition to the general duties and responsibilities of all Directors, the Memberships Director has these additional duties:

- Chairs the Membership committee, maintain records of committee minutes for the Secretary and provide information to the Board on committee business
- Recruits members as necessary to assist with the activities of the Membership Committee

- Reviews and prepares policy and procedures with respect to Membership
- Recommends fee structure to the Board
- Recommend strategies to increase Membership; outline the activities, objectives related to increasing paid memberships in the community association as well as improving communication and involvement of members in community Special Events
- Manages an Annual Membership Drive; recruits and organizes volunteers
- Develop and/or order yearly Membership cards
- Coordinates a Membership table at all community Special Events
- Investigate member discount programs (social club program)
- Process mail for new Memberships
- Data entry of all Memberships
- Send, mail or deliver new Membership cards
- Ensure a current list of community members is maintained and forwarded to the Secretary
- Ensure all members pay their annual fees and forwards monies to the Treasurer for deposit
- Receive a list from Sports Teams that require a community membership for insurance purposes and verify everyone has a current membership for the season the sport is being played
- Contact anyone who needs a new Membership
- Establish a Membership budget with advice from the Treasurer
- Write a Membership related column for the Newsletter
- Prepare a report for Annual General Meeting
- Prepare a sign-in sheet for Annual General Meeting and ensure all people who vote are Members in good standing with the community association

Authority and Accountability

- The Memberships Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Membership Director serves as a Committee Director

Term

- The Memberships Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting

Specific Responsibilities of Communications Director

In addition to the general duties and responsibilities of all Directors, the Communications Director has these additional duties:

- Chairs the Communications committee, maintain records of minutes for the Secretary and provide information to the Board on committee business
- Ensures that all communication programs are working effectively (i.e. Website, Email, Newsletter, Facebook and Twitter)
- Manages the community association Website; establish policy for management, operation and content (obvious errors, factual, politically correct, asset based)

- Control the backend components of the website including: general site characteristics, visual layout, general content, browser support, navigation, search, navigation ads, site optimization and form usage
- Manages other Social Media and communication tools, including Facebook and Twitter
- Manages and distributes email blasts to Membership; ensuring information is sent out in a timely, consistent matter as it relates to our Calendar of Activities and Year at a Glance
- Work with various media which will carry our community news (i.e. Calgary Herald 'Neighborhood', School Newsletters)
- Manages appropriate articles for the community association; establish policy for event promotion
- Works closely with Board of Directors to promote Programs, Events and other initiatives; help develop Articles, Notice of Events, acknowledging Sponsorship with community businesses using all means of outward communication
- Request articles from Board of Directors and other community resources including: MLA representatives, Ward 3 and Ward 4 Councillors, Calgary Police Department etc.
- Provide orientation and training to new and existing Board of Directors on an ongoing, as needed basis; in particular website orientation, gmail and google drive document uploading
- Manages the distribution of our community newsletter articles to Great News Publishing; provide leadership by establishing policy on content, reviewing newsletter submissions for acceptable writing style and subject matter
- Collect or take pictures, artwork that relates to any article
- Determine picture waiver procedures and write a policy of picture taking and displaying
- Respond to Board of Directors or general membership and resident inquiries
- Establish a Communication budget with advice from the Treasurer
- Report on all aspects of Communication Initiatives at the Annual General Meeting

Authority and Accountability

- The Communications Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Communications Director serves as a Committee Director

Term

- The Communications Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting

Specific Responsibilities of Programs and Events Director

In addition to the general duties and responsibilities of all Directors, the Programs and Events Director has these additional duties:

- Chairs the Programs and Events committees, maintain records of committee minutes for the Secretary and provide information to the Board on committee business

- Liaise with the City of Calgary Recreation Department, regarding programs available to community association residents
- Establish with the Board of Directors, which Programs and Events will be offered through the community association each calendar year (i.e. Stay'n Play, Easter Egg Hunt)
- Establish dates for Special Events at the beginning of the year through discussion with Board of Directors at said meeting
- Establish dates for Park'n Play, Stay'n Play and Theatre in the Park with our City of Calgary Community Recreation Coordinator
- Develop, implement and evaluate policy, procedures and guidelines related to each program and event
- Secure any permits required for desired Events (i.e. sound, roads)
- Book Facilities, well in advance; arrange access
- Check the booked location is maintained and prepared at least one week prior to Program and Event occurring
- Book equipment required for each Program and Events, as required (i.e. tables, grills)
- Ensure equipment is clean, maintained and ready for operation (i.e. propane)
- Determine Registration Fees and arrange Registration, as required
- Establish Budget for each Program and Events with advice from the Treasurer
- Work closely with Communication Director to promote each Program and Event
- Write a Program and Events related articles for our community newsletter
- Develop and distribute a schedule of required volunteers; coordinate volunteer, as required
- Coordinate Program and Events committee to order and purchase food and supplies required for each activity, in accordance with projected number of attendees established by the Board of Directors
- Help with set-up and take-down on the day of each Program and Events, or arrange for a Board of Director to take your place. All garbage must be removed the day of an Event.
- Summarize each completed Program and Events, documenting planning procedures to use as a reference for future events
- Submit all receipts to the Treasurer within one week of each completed Program and Events

Authority and Accountability

- The Program and Events Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Program and Events Director serves as a Committee Director

Term

The Program and Events Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting.

Specific Responsibilities of Volunteers Director

In addition to the general duties and responsibilities of all Directors, the Volunteers Director has these additional duties:

- Chairs the Volunteers Committee, maintain records of minutes for the Secretary and provide information to the Board on committee business
- Establish with the Board of Directors, volunteer needs based on the various Programs and Events occurring throughout the calendar year
- Recruit volunteers based on committee needs; as outlined in the Volunteer Schedule submitted by requesting Director
- Set up and implement an interview process for volunteers in an effort to match volunteers skills with committee needs
- Keep a filing system of community volunteers up to date; alphabetical by last name
- Establish a budget for Volunteers recruitment and recognition with advice from the Treasurer
- Work closely with the Communications Director to promote Volunteer opportunities
- Recognize volunteers in our community and the efforts they contribute (i.e. nominate someone for 'Volunteer of the Month' on the community association website)
- Write a Volunteers related column for the Newsletter
- Work closely with Special Programs and Events Director to coordinate Volunteers from lists provided through Sports Program Registration
- Purchase Volunteer Recognition awards as determined and approved by the Board

Authority and Accountability

- The Volunteers Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Volunteers Director serves as a Committee Director

Term

- The Volunteers Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting

Specific Responsibilities of Building and Development Director

In addition to the general duties and responsibilities of all Directors, the Building and Development Director has these additional duties:

- Keeps records and minutes of the meeting and reports back to the Board of Directors at Board Meetings.
- Develop knowledge of what programs, events and services are suited to the facilities and rink areas.
- Develop knowledge of optimum building size, structure, and facilities needed to meet the requirements of the programs, services and need determined by the subcommittee.
- Maintain an inventory of equipment and amortization for future equipment.
- Plan long term financial needs of the Hidden Hut and Outdoor Rink including equipment; in accordance to Life Cycle Plan.

- Develop plans and designs to implement the building, facilities and rink determined to be required. This may require the engagement of volunteer or paid-for architect advise and design. In particular the Outdoor Rink.
- Remain aware of developments within the Hidden Valley Community Association and the surrounding area that might affect residents
- Review development and planning permit applications ranging from home developments to building development applications
- Arrange public reviews and town hall meetings to gather public input into major building development applications.
- Attend meetings that apply to Area Planning and relay the information back to the Board.
- Propose, as required, changes to the City bylaws that affect residents of the Hidden Valley Community Association
- Communicate with Ward 4 Councillor on area planning issues that affect the residents of the Hidden Valley Community Association
- From the mentioned above information, develop a Budgetary Plan for the purpose of building including: facilities (water, sanitary), amenities (storage, tables, chairs) and annual and long term maintenance costs – to perform the functions determined
- Put forward the Budgetary Plan to the Board of Directors, specifically to the Fundraising committee, to facilitate a Fundraising Plan and schedule to attain the funding level required in the projected timeframe.

Authority and Accountability

- The Building Development Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Building Development Director serves as a Committee Director.

Term

- The Building Development Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting

Specific Responsibilities of School Liaison Director

In addition to the general duties and responsibilities of all Directors, the School Liaison Director has these additional duties:

- Develop a committee whereas each member will attend their respective school functions and will report as required
- Make the community association aware of the dates and times of school functions to avoid conflict with community events
- Be aware of and report on grants which are available for combined school / community facilities
- Participate in the planning and application submittal of such projects associated with the Community Planning Director of Schools
- Respond to membership and resident inquiries

- Provides a monthly report to the Secretary to share at monthly Board of Director meetings on their behalf

Authority and Accountability

- The Schools Liaison Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Schools Liaison Director serves as a Committee Director

Term

- The Schools Liaison Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting.

Specific Responsibilities of Facility and Rink Director

In addition to the general duties and responsibilities of all Directors, the Facility and Rink Director has these additional duties:

- Responsible for all Facilities including: Hidden Hut, Rink, Storage Shed by Public School
- Responsible for all Equipment and Machinery belonging to the community association
- Oversees access to all Facilities and Rink
- Establishes weekly, monthly and annual maintenance plans for the Facilities and Rink
- Oversees preparation and maintenance of the Rink
- Organizes and schedules volunteers interested in helping with Rink preparation and maintenance
- Responds to questions from members and residents on Facility and Rink related matters
- Handles bookings through Facility and Rink Usage Agreements
- Reserves Hidden Hut and Outdoor Rink using Google Calendar
- Prepares a monthly report to share at monthly Board of Director meetings
- Reviews condition of Facilities and Rink
- Distributes keys to volunteers as determined at Board of Director meetings, collects deposit cheque to forward to the Treasurer
- Reviews Life-cycle Report monthly
- Maintains up-to-date building maintenance records
- Advise community association on maintenance and upgrades
- Obtains estimates for maintenance, repair and upgrade work
- Supervises Facility and Rink maintenance and repair
- Recommends Grant opportunities with quotes to the Fundraising Director
- Establish a Facility and Rink budget with advice from the Treasurer

Authority and Accountability

- The Facility and Rink Director is elected by and accountable to the members of the Hidden Valley Community Association

- The Facility and Rink Director serves as a Committee Director.

Term

- The Facility and Rink Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting.

Specific Responsibilities of Fundraising Director

In addition to the general duties and responsibilities of all Directors, the Fundraising Director has these additional duties:

- Work closely with the Board of Directors to establish Fundraising Objectives; recommend fundraising opportunities
- Chair the Fundraising Committee, maintaining records of minutes for the Secretary and provide information to the Board on committee business
- Work with the Fundraising Committee to develop and implement plans to achieve the Board's Fundraising Objectives
- Solicit Sponsors for the Association's Activities and Events
- Research additional funding sources for the Community Association
- Research and apply for applicable Grants available to the Community Association
- Apply for Licenses and Permits to run gaming events such as Casinos and 50/50 draws
- Prepare written reports on gaming events, submitting reports to the Board and to Gaming Authorities
- Create and Plan Fundraising activities; including Bottle Drive, Run the Loop
- Liaise with Volunteers Director to help recruit volunteer workers
- Liaise with Communication Director to ensure community residents and members are aware of Fundraising activities and sponsors are adequately acknowledged for their contributions
- Develop and maintain accurate records of financial matters of the association
- Determine all associated costs for fundraising activities
- Establish a Fundraising budget with advice from the Treasurer
- Report on all aspects of Fundraising activities at the Annual General Meeting

Authority and Accountability

- The Fundraising Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Fundraising Director serves as a Committee Director

Term

- The Fundraising Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting