



Parkridge

COMMUNITY ASSOCIATION
ARTICLES OF INCORPORATION
And
BYLAWS

Revised September 2023
Membership Approved September 28, 2023
Corporation Number 206902

REVISION HISTORY

| Revision | Description | Date |
|-----------------|---|-------------------|
| 1. | Incorporation Date | April 09, 1984 |
| 2. | Conversion | September 9, 1999 |
| 3. | Restoral | May 16, 2003 |
| 4. | Latest Renewal | May 10, 2011 |
| 5. | Articles of Incorporation Revision | January 2013 |
| 6. | Articles of Incorporation & Bylaw Revisions | September 2023 |
| 7. | | |
| 8. | | |

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Articles of Incorporation

Article One – Name of the Corporation

- 1.1 The name of this association shall be the **Parkridge Community Association, Inc.**, hereinafter called “The Association” or “PCA”.

Article Two – Registered Office

- 2.1 427 McCormack Road
Saskatoon, Saskatchewan
S7M 5L8

Article Three – Class of Membership

- 3.1 Resident Membership shall be open to individuals or families that reside within the boundaries of the Association, or whose children attend schools within the boundaries of the Association, upon payment of any prescribed fees.
- 3.2 Non-resident Membership shall be open to individuals or families outside of the boundaries of the Association, upon approval of the Board and payment of any prescribed fees.

Article Four – Right to Transfer Membership Interests

- 4.1 None

Article Five – Number of Directors

- 5.1 Minimum of (5) Maximum of (12)

Article Six – Type of Corporation

- 6.1 The corporation is a Saskatchewan Non-profit Corporation (Charitable)

Article Seven – Activities of the Corporation

- 7.1 Objectives:
- a. To promote and assist in the development of the education, recreation, and social wellbeing of the residents within the designated boundaries;
 - b. To work in cooperation with the City of Saskatoon, Community Services Division, organizations, and agencies to raise the quality of life within the neighbourhood; and
 - c. By raising funds for carrying out and furthering Association objectives.

Article Eight – Dissolution of the Corporation

- 8.1 Upon dissolution of the liquidation of the corporation, all the remaining assets of the corporation after payment of all debts and liabilities shall be donated to:

- a. A charitable corporation.
 - b. A registered charity within the meaning of the income tax act (Canada).
 - c. A municipality.
 - d. The government of Canada or a government of any province or an agency of any of those governments.
 - e. Any combination of the bodies described in clauses a. to d.
- 8.2 Any motion towards dissolution must meet the requirements in accordance to the Non-profit Corporations Act.
- 8.3 Any motion which would authorize dissolution of the Association must be approved by $\frac{3}{4}$ majority of eligible voters present before it can be implemented.
- 8.4 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 Community Association in accordance with the following guidelines:
- a. The trustees shall take all steps legally necessary to ensure repayment of any outstanding debts for which the Association may be accountable.
 - b. Assets such as sports equipment acquired with major financial assistance from another organization shall revert back to that organization if it is still in existence.
- 8.5 Any motion for dissolution requires at least ninety (90) days' notice and publication in at least three (3) newsletters or through a combination of written newsletters and website (if applicable).

BYLAWS of the Association

Preamble:

- a. Interpretation – In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Board shall be final and conclusive.
- b. Any work or expression used but not defined has, unless the context otherwise requires, the same meaning as the not-for-profit corporations act.

Bylaw One – Boundaries

- 1.1 The boundaries making up the Parkridge Community Association shall include that portion of the City of Saskatoon, Saskatchewan, which is bounded on the south by 11th Street and on the west by Highway 7, on the north by 22nd Street and on the east by Fairlight Drive and Diefenbaker Drive.

Bylaw Two – Membership

- 2.1
- 2.2 Membership fees (when applicable) shall be paid annually at a date stipulated by the board. These fees shall be set annually by the Board and at the approval of the membership at a General Meeting.
- 2.3 Memberships shall be valid from September 1 to August 31 of each year.
- 2.4 A **member in good standing** is entitled to the rights and privileges of the Association, including voting and holding office.
- 2.5 If applicable, membership cards shall be issued.
- 2.6 Membership fees paid are not refundable or transferable.

Bylaw Three – Board of Directors

3.1 The Business of the Association shall be managed by the Board of Directors elected duly from the membership of the Association and shall consist of not less than 5 or more than 12 directors.

| Even Years | Odd Years |
|---------------------------------|-------------------------------------|
| President | Vice President |
| Treasurer | Secretary |
| Director of Indoor Programs | Director of Communications |
| Rink Director | Social Director |
| School Liaison (St. Marguerite) | School Liaison (James L. Alexander) |
| Member at Large (1) | Member at Large (1) |
| | Past President (Non-Elected) |

3.2 The Executive of the Board of Directors shall form a three-member executive body consisting of the following positions to conduct business of the Association in extra ordinary circumstances.

- a. President
- b. Treasurer
- c. Secretary

3.3 Any positions may be a co-position / shared position, equaling one vote.

3.4 The City of Saskatoon Community Services Division Community Consultant shall be an exofficio member of the Board and have all rights and privileges of the Board with the exception, the Consultant shall not move or second a resolution and has no vote.

3.5 Any Board of Director, who shall for any reason cease to hold office, shall turn over to the Executive all documents, records, books, funds, or Association property, immediately.

Bylaw Four – Powers of the Board

4.1 The Board of Directors shall have power to do all things necessary for the successful operation of the organization and be empowered to:

- a. Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the wellbeing and advancement of the objectives of the Association.
- b. Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association.

- c. Suspend from the association any member who is found to be acting in contravention of the objectives of the association, articles of incorporation or bylaws, or for discreditable conduct.
 - d. Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next Annual General Meeting, at which time an election can be made to fill the position for the remaining term of office.
 - e. Ensure the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis.
 - f. The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
 - g. Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
 - h. Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary.
 - i. Provide bylaws as a supplement to the Articles of Incorporation where deemed necessary.
 - j. The duties and responsibility of the Board of Directors (*Addendum #1*) should be reviewed on an annual basis, prior to the fall annual meeting, and be revised as required.
- 4.2 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association and to promote its objectives.
- 4.3 The Directors may appoint members in good standing where necessary to be responsible for the specified committees or duties.
- 4.4 The Secretary shall have custody of the Corporate Seal (if applicable) and shall use it only as directed by the Board resolution.

Bylaw Five – Election of the Board of Directors

- 5.1 Not more than 50% of the Board of Directors should be retired annually. The newly elected Directors shall be elected for a two (2) year terms (these being in alternate years) with the exception of past president who shall service in rotation with the current president.
- 5.2 A Director may hold the same office for more than two consecutive terms.
- 5.3 Elections shall occur at the Annual General Meeting (AGM) of the Association. Board terms shall not end until the end of the AGM at the end of the term.
- 5.4 The Board of Directors shall be elected on a rotational basis of even and odd numbered years as noted in Bylaw 3.1.

- 5.5 Nominations of candidates shall be in accordance with the generally accepted rules of order.
- 5.6 A nominating committee of three (3) shall be appointed by the Directors 30 days prior to the Annual General Meeting.
- 5.7 The nominating committee shall endeavour to identify at least one (1) nominee for each position vacant on the Board. Nominations will also be accepted from the floor at the Annual General Meeting.

Bylaw Six – Meetings

- 6.1 There shall be at least one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held no later than December 31 and typically held in the month of October or November.
- 6.2 The AGM is open to Association members in good standing and all residents within the Association's designated boundaries.
- 6.3 The order of business for the Annual General Meeting shall be as follows:
 - a. Call to order and adopt the agenda
 - b. Minutes of the previous Annual General Meeting to be read and adopted
 - c. Business arising from the minutes of the previous Annual General Meeting
 - d. Correspondence
 - e. Reports of the Coordinators and Committees
 - f. Election of Officers
 - g. New Business
 - h. Adjournment
- 6.4 Special Meetings of the Association shall be held in the following circumstances:
 - a. When deemed advisable by the Board of Directors.
 - b. When requested in writing by not less than twenty-five percent (25%) of the sitting Board of Directors.
 - c. When requested in writing by not less than five percent (5%) of association members in accordance with the Saskatchewan Non-profit Corporations Act.
- 6.5 General or Special meeting notice shall be published no less than fifteen (15) and not more than fifty (50) days after receiving the request. The notice may take the form as a notice in the Association newsletter and / or public social media as deemed necessary.
- 6.6 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.

- 6.7 In addition to the AGM the Board of Directors shall hold a minimum of four (4) meetings per annum.
- 6.8 Board of Directors meeting (General Business) shall be open to general attendance, however only the Board members may present motions and vote.
- a. All business transacted at meeting, necessary to the day-to-day operation of the Association, is deemed to be general business.
 - b. All Board members shall be notified of every meeting in hard to electronic or other means with at least five (5) days' notice.
 - c. The Board at any meeting may decide to hold further regular meetings by adopting a resolution stating the day, hour, and place of the regular meeting and no further notice of those meetings shall be required.
 - d. The president or their designate shall preside at meetings of the Association, and at the meetings of the Board.
- 6.9 No special business may be transacted at a meeting of members unless the notice of the meetings states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.

Bylaw Seven – Voting

- 7.1 Quorum at general or special meetings of the Association is deemed to be not less than 50% plus one of sitting Directors and two other association members.
- 7.2 Amendments to the Articles of Incorporation of Bylaws must be passed by at least 2/3 majority of the members present.
- 7.3 The Association, may, by special resolution at a general or special meeting of the members called, remove any Board member from office in accordance with Saskatchewan Non-profit Corporations Act.
- 7.4 Quorum at Board (Business) meetings of the Association is deemed to be not less than 50% plus one of sitting Directors.
- 7.5 Each Association member is entitled to only one vote on each question, even if they may be entitled to more than one vote.
- 7.6 Voting at all meetings shall be by show of hands except where a ballot is demanded by one (1) member.
- 7.7 No proxy votes will be allowed.
- 7.8 The Chair of the meeting shall cast their vote last to break any tie that may occur.

Bylaw Eight – Financial

- 8.1 All fees, revenue, and grants payable to the Association shall be kept in an account kept in the name of the Association at such a financial institution as the Board may determine and all financial obligations incurred by the Board in the name of the Association shall be paid from there.
- 8.2 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures, one of which should be the President or Treasurer, wherever practicable.
- a. The treasurer shall cause to be kept, proper records and accounts of all transactions.
 - b. The financial statements shall be prepared within four (4) months after August 31 in each year and the directors shall meet to approve the financial statements and shall evidence their approval by the signature of the treasurer and the president.
 - c. A copy (hard to electronic) of the financial statement shall be available to each member in good standing upon request.
 - d. A yearly written report of the reviewed financial activities of the Association shall be presented each year to the Non-profit Corporations Branch of Saskatchewan Justice.
 - e. A monthly, written financial statement should be presented at each meeting of the Board of Directors.
 - f. Signing authority should be the President, Treasurer and one or more other directors as deemed necessary.
- 8.3 All property of the Association shall be the responsibility of the Board and the executive shall see that a correct inventory of property is kept.
- 8.4 The fiscal year of the Association shall be September 1 to August 31.
- 8.5 The Board shall, at the AGM, appoint a financial reviewer in accordance with the Saskatchewan Non-profit Corporations Act 1995, who is not a member of the Board. It shall be the duty of the reviewer to examine all Association financials and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM.
- 8.6 In exceptional circumstances members of the Board of Directors may expend up to \$100.00 and then submit receipts to the treasurer without prior approval.
- 8.7 Purchases over \$1000 will be required to obtain 3 quotes and the quotes will be provided to the board of directors for approval.
- 8.8 Purchases over \$5000 must be taken to the general membership for approval.

Bylaw Nine – Pledging of Credit

- 9.1 No coordinator or any member of the Association shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association wherein the Association is or will be obligated for a sum that has not been approved by the membership.

Bylaw Ten – Cooperation with other Associations / Agencies

- 10.1 The Association may cooperate with other Associations in the City of Saskatoon having similar duties and powers and may do such things as are not inconsistent or in conflict with provisions of the Articles of Incorporation or Bylaws that it considers necessary in cooperating with those associations.
- 10.2 The Association shall honour other Community Association memberships.
- 10.3 The Association should, where deemed necessary, subsidize the activity fees of its association's members.

Bylaw Eleven – Amendments to Articles and Bylaws

- 11.1 The Board of Directors may, by resolution, make, amend, or repeal any bylaws or policies that regulate the activities of the Association.
- a. All resolutions enacted will be brought forward to the membership at the next AGM for ratification.
 - b. Resolutions failing ratification will be null and void and the pre-existing resolution will be reinstated and adhered to.
 - c. Except in the case of the first bylaws, every bylaw, amendment, or repeal thereof should state an effective date.
 - d. There may be a bylaw or amendment to the bylaws, or a repeal of a bylaw proposed at a meeting of the members, where no notice has been given of the making, amendment, or repeal provided that there is a quorum at the meeting and there is unanimous consent to hear the matter. It is not required that any vote is unanimous, but the other provisions dealing with voting shall apply.
- 11.2 Bylaws, policies, amendments, or repeals are effective from the day of the enacted resolution of the Board.
- 11.3 Proposed amendments to the Articles & Bylaws must be in writing and presented to the Board of Directors not less than twenty (20) days prior to the Annual General Meeting. Full details of the amendments must be made available through the notice of the meeting.

- 11.4 No amendment to the Articles of Incorporation is effective until the corporation has filed the Article of Amendment with the Corporation Branch.


Bylaw Twelve – Disputes and Liabilities

- 12.1 In the event of any disputes as to the meaning of any resolution or bylaw passed, the interpretation of the Executive shall be final and binding.
- 12.2 No member of the Board of Directors or member of this Association shall be held personally liable for any debts, liabilities, or legal action brought against the Association.

Bylaw Thirteen – Dissolution of the Association

- 13.1 In the event of a liquidation or dissolution of the Associations remaining property, after payment of all debts and liabilities, shall be distributed in accordance with the Saskatchewan Non-profit Corporations Act 1995.

Policies and / or Procedures (See Attached)

| | |
|---|---|
|  | <p style="text-align: center;">POLICIES & PROCEDURES</p> <p style="text-align: center;">TITLE: COST AS A BARRIER POLICY</p> |
| <p style="text-align: center;">Parkridge Community Association</p> | <p>DATE REVISED: September 2023 DATE EFFECTIVE: September 28, 2023</p> |

The Parkridge Community Association (herein called the Association or PCA) presently subsidizes all programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burdens.

Purpose

To ensure all members of the Neighbourhood have the opportunity to access programs offered by the Association despite financial position.

Policy

The Association will review all requests for assistance brought forward by families wishing to participate in activities sponsored by the Association. This will be done in a confidential manner with involvement by the president and one other executive member.

Procedures

Information on the Cost as a Barrier policy will be included in the newsletters or social media distributed immediately prior to the program registrations.

Individuals who are requesting support through the Cost as a Barrier program will be required to complete the attached request form. This form will be available through the indoor coordinator or president.

The request for financial support will be reviewed by the appointed individuals and recommendations made to the community executive at the next available meeting and a decision made at that time.

Financial support will be considered for families whose annual income is within the Low Income Cut Off (LICO) as directed by the City of Saskatoon guidelines.

The Community Association will provide support to include the waiving of the fee for the program. Families will still be required to purchase an Association membership, if applicable.


Through this initiative, the Community Association will fund one program per family, per session.

This policy will be reviewed annually in October to review the Cost as a Barrier funding provided by the City of Saskatoon and determine if the policy should be modified accordingly.

Suggested Newsletter Ad

The Parkridge Community Association is sensitive to the needs of families facing financial hardship and, in an effort, to ensure everyone who wants to participate in a Community Association program may partially or full fund participation fees in various community activities. If you know of an adult or child who wishes to attend a program, the Association may be able to help by contacting the Community Association Indoor Coordinator or President. Please note that Association membership is not included and must be purchased, if applicable.

Current bylaws also include information on the Leisure Access Program

| | |
|---|---|
|  | <p>POLICIES & PROCEDURES</p> <p>TITLE: PERSONAL INFORMATION PROTECTIONS AND ELECTRONIC DOCUMENTS ACT (PIPEDA PRIVACY LEGISLATION)</p> |
| <p>Parkridge Community Association</p> | <p>DATE REVISED: September 10, 2013 DATE EFFECTIVE: September 10, 2013</p> |

We respect the need for privacy and have created and implemented the policies and procedures required by organizations to ensure issues are addressed. This document is to ensure our compliance under the privacy requirements of PIPEDA which is the Personal Information Protection & Electronic Documents Act (Privacy Legislation).

Sharing of Information


The Community Association will share only pertinent information with coaches and parents in order to meet the requirements of program registration.

Personal information is shared with the Indoor Coordinator of the board of the Community Association, and the program leaders as dictated by their program participants.

Community Association Principles

- **Consent** – we require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information.
- **Access** – upon request, we will give you access to your personal information collected by the Community Association.
- **Safeguards** – we will protect your personal information through appropriate storage, policies, and safeguards.
- **Purposes** – we will always provide the purposes for which your personal information is to be used or disclosed.
- **Limits** – we will limit the collection of your personal information to the purposes outlined to you.
- **Retention** – we will retain your personal information only as long as necessary to fulfill identified purposes.

By enrolling your child or yourself in a Community Association program(s), you are hereby giving consent to the collection, use and disclosure of personal information as needed.

| | |
|---|---|
|  | <p>POLICIES & PROCEDURES</p> <p>TITLE: COMMUNICATIONS POLICY</p> |
| <p>Parkridge Community Association</p> | <p>DATE REVISED: September 2023 DATE EFFECTIVE: September 28, 2023</p> |

The Parkridge Community Association (herein called the Association or PCA) accepts both paid and unpaid advertising to be included within their communications materials.

Purpose

To provide guidelines for the Communications Coordinator and Association Executive regarding advertising in the Association newsletter, on the PCA website, and social media.

Policy

Advertising Costs

- Advertising costs for the Association Newsletter are outlined as follows:

| Size | Ad Cost |
|--|----------------|
| Standard Size 2"x2.25" | \$50 |
| Half Standard Size 2"x1.125" | \$25 |
| Horizontal Standard Size 5.1"x1" | \$50 |
| Double Standard Size 2.5"x 4.5" | \$100 |
| 4x Standard Size 5.1"x4.5" | \$200 |
| 3x Half Standard Size (Horizontal) 7.75"x1.125" | \$75 |

- The Association newsletter will include advertisements to a maximum size of up to 75% of content pages.
- The Association may feature advertisements on the Association webpage or social media in a specially and clearly designated space which does not obscure content.

4. Advertising costs for the Association webpage or social media will be market-based or negotiated between the advertising party and the Association.
5. When it is determined that a change in advertising costs is required, a letter or email will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the change.
6. Neighbourhood Schools, the City of Saskatoon, and not-for-profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with their resources such as the use of their facilities.
7. Advertising opportunities will be open to all parties with the exception of those outlined below.

Political & Ethical Advertising

1. The Association will not support the inclusion of political advertising for the purpose of civic, provincial, or federal electoral campaigns.
2. Following an election, the Association may publish information in the Association newsletter or social media which identifies the recently elected City Councillor and contact information as requested.
3. A link to the appropriate email, website, or social media of a local political representative may be included on the Association website or social media.
4. The Association will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
5. The Association reserves the right to refuse any material submitted to the Association.

Procedures

All advertisements submitted must be approved by the Communications Coordinator.

If the Communications Coordinator is unsure of any advertising submissions, they may take the item to the Board of Directors (BOD) for review to determine a final decision regarding inclusion within the newsletter.

In the case of disputes between the Communications Coordinator and potential advertisers, the Board will provide the final decision on any submission.

Community Association Financial Policies and Procedures

Effective: September 10, 2013

Policy: All financial actions of the Board must ensure proper internal controls and are consistent with current Bylaws and the Corporations Act Statutes.

Procedures:

1. GENERAL

- a. Require timely completion of accounting records within generally acceptable accounting practices (GAAP).
- b. Review and approve monthly financial statements at every meeting and review cancelled cheques and endorsements monthly. This review to be done by someone other than the treasurer.
- c. Maintain and monitor a list of property and or inventory subject to theft.
- d. Store blank cheques in a secure place.
- e. Verify funds transferred between bank accounts at the next meeting following the transaction.
- f. Deposit cash and cheques in a timely manner. This is generally accepted wherever possible on a weekly or daily basis.
- g. Signing authorities will review all invoices and initial before signing cheques.
- h. All cheques must have two signatures.
- i. The Association shall not allow cheques to be pre-signed and held by any member of the Association.
- j. When setting up any account, the Association will require that the bank account must have two signatures on all cheques.
- k. Never sign cheques for new vendors without knowing or verifying their name and association.
- l. A financial review engagement (or audit if required) will be done annually and ensure that a written statement from the reviewer (auditor) is ready for presentation at the AGM.

2. EXPENDITURES

- a. Regular Expenses
 - i. Authorize expenditure prior to entering into a commitment (resolution in minutes).
 - ii. Ensure goods and services on invoices have actually been received (person receiving goods should have signed packing slip or invoice).
 - iii. Check clerical accuracy of invoice.

- iv. No cheque will be issued without submitting an invoice, receipt, or payment voucher.
- v. Pay the invoices by cheque at the regular monthly meetings. Two signing authorities inspect invoices before signing cheque. Board approved payment in the minutes. Once signing authority initials invoice or payment voucher to signify approval. (Note: if the treasurer is given an invoice that has not been approved by the Community Association, payment will not be issued until it has been approved at the next meeting).
- vi. Paid invoices should be cancelled by coding cheque number on invoice and sapling to payment voucher.

b. Instructor & Casual Labour Fees

- i. Contract instructors are hired only on approval of the Board.
- ii. Rates of pay are approved and recorded in board meeting minutes.
- iii. Hourly paid instructors will keep a time sheet, and have it approved by a supervisor who can verify time worked. The Board reviews time sheets and approves payments.
- iv. The Community Association must maintain payroll records for at least seven years.
- v. People paid for casual labour must acknowledge receipt of payment by signing a receipt noting time worked and amount of pay.
- vi. Compare payroll cheques and employee records.

c. Petty Cash

- i. The amount of the fund shall not exceed \$100 and must be established by resolution of the board.
- ii. Each withdrawal of cash must be replaced by an invoice or sales slip (purchase item identified) or receipt for the exact amount of cash withdrawn.
- iii. When cash becomes low, write a cheque for the exact amount of the invoices, sales slips, and receipts to replenish the petty cash fund to its initial established amount. Place all invoices, sales slips and receipts in an envelope and staple it to the payment voucher.
- iv. Payment voucher requires approval in the same manner as other expenditures.

3. REVENUES AND RECEIPTS

a. Registrations

- i. Must fill out an internal control revenue form.
- ii. All revenue received will be receipted immediately and a copy given to each person handling the funds.

- iii. Must separate all post-dated cheques from current cheques which can be deposited immediately.
- iv. During registration, all programs must be kept separate. After the registration process is completed the revenue and receipts must be balanced by at least two people.
- v. Never hold onto cheques or money. Get them to the treasurer as soon as possible.
- vi. All cash and cheques must be handed to the treasurer in person. A second count will be done with both involved. Both parties will then sign the internal control revenue form.