



# LETHBRIDGE NEIGHBOURHOOD ASSOCIATIONS

## General Information & Registration

Updated: August 2015

COUNCIL OF LETHBRIDGE NEIGHBOURHOODS | Lethbridge, AB

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# FAQ for Neighbourhood Associations

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## What is a Neighbourhood Association?

A Neighbourhood Association provides the framework to communicate, educate, advocate and support neighbourhood development and initiatives. They are a registered Society with a volunteer run Board of Directors that has a general mission to improve the neighbourhood life within a specific boundary.

## What do Neighbourhood Associations do?

- ⇒ They are the voice for the community and work to educate the City and residents about citizen needs and vision for future.
- ⇒ Promote working with other local associations, businesses and the City to achieve mutual goals and share responsibility.
- ⇒ Create "sense of place" within a community by identifying and leveraging assets, talents and resources.
- ⇒ Provide a framework to support neighbourhood wide campaigns and initiatives.

## Why Start an Association?

10 Benefits of a Neighbourhood Association:

1. Incorporated as a Registered Society
2. Insurance and liability coverage
3. Grants and funding available as well as the ability to fundraise
4. An Association can enter into legal contracts
5. An Association can own property
6. Formal recognition as an Official Organization
7. Act as an advocate for your community's needs
8. Provides a framework to educate, communicate and support neighbourhood initiatives
9. Ability to mobilize neighbours toward positive action
10. Pride in making a difference and experience you can take with you anywhere

## Who Participates?

- ⇒ Typically Neighbourhood Associations are led by residence, but property owners and business within the boundaries of a neighbourhood who want a voice in the decision making for their community can also be included.
- ⇒ A Neighbourhood Association requires a minimum of 5 members to form.

# FAQ about a Registered Society

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## What is a society?

Societies are formed by five or more people who share a common recreational, cultural, social, or charitable interest. The [Societies Act](#) regulates societies incorporated in Alberta. A group is not required to incorporate under the *Societies Act*. The decision to incorporate is made by each group.

## Why would you incorporate a society?

Although a society does not need to incorporate, there are several advantages to formally incorporating the society. One advantage is that a member of a society may not be held responsible for the debts of the society.

A society may own property and may enter into contracts itself, as opposed to its individual members entering into the contract. The public's perception of a society is one having a more permanent status than an unincorporated group.

Please note that the set of standard objectives included in the [Application to Form a Society \[pdf\]](#) meets current *Societies Act* requirements for society incorporation in Alberta. Use them if they meet your organization's needs.



## How is a society formed?

To form a society, you must provide a society name, describe the objectives or the purposes for which it was incorporated, provide the bylaws and give an address for the society.

### Society Names

The first step in incorporating a society is to choose a name. Your society's name must not be the same, or similar to, any other society or corporation's name. A society name is made up of three parts, or elements, all of which must be present in the name but not in any particular order. An example of a society name is the "Southwest Neighbourhood Association".

The "distinctive element" is a unique word or location that makes the society's name different from others. In our example, "Southwest Neighbourhood Association", the distinctive element is "Southwest ". This part should set your name apart from other names, making it distinctive and easy to remember.

The "descriptive element" describes what the society is or does. In our example, the descriptive element would be "Neighbourhood".

The "legal element" must be one of the following words; Society, Association, Club, Fellowship, Guild, Foundation, Institute, League, or Committee. In our example, the legal element is "Association".

Once you have decided on your name, you will have to obtain a [NUANS Report](#) (Alberta Name Reservation Report). This report will be used to decide whether your group can use the name you have chosen. If you choose to have a name that is similar to another name, you will need to obtain written permission from the other group to use the similar name.

### Society Structure

The second step in forming a society is to complete an [application form](#), which includes the objects or purposes for which the society was incorporated. In our example, the objects may include fostering neighbourhood spirit (sense of community) and/or monitor and make recommendations on neighbourhood development issues.

The third step is to complete a set of [bylaws](#). These bylaws set out the way the society is organized and the rules surrounding all of its activities. Your society bylaws must include, for example, how new members join, and what their rights and responsibilities include. Other bylaws must set out how the membership will be notified for meetings, how directors may be appointed and removed, etc.

Both documents must meet the *Societies Act* requirements. If they meet the society's own requirements for objects and/or bylaws, they may be used in the incorporation process. Both documents may be amended after incorporation, but any amendments must be reported to Service Alberta Registries and will be accompanied by a small amendment [fee](#).

## Where do I send the documents to incorporate a society?

Submit the completed application forms in duplicate, together with the NUANS report and the incorporation fee, to the Corporate Registry Office. Corporate Registry personnel examine all society incorporation submissions and, if the requirements are met, will issue a Certificate of Incorporation under the *Societies Act*.

## What exactly is a NUANS Report and how do I get one?

NUANS (Newly Upgraded Automated Name Search) is a computerized search system that, for the purposes of Corporate Registry, compares a proposed corporate name to a database of existing corporate names. This comparison determines the similarity that exists between the proposed name and existing names in the database, and produces a listing of names that are found to be most similar.

In most cases, the NUANS Report will reserve the proposed name, for a period of 90 days, for the person requesting the report. Business Name Search Reports are different in that, while they provide a list of similar names, there is no exclusive reservation of the name.

NUANS reports, whether they are sent to an authorized service provider or to the Corporate Registry office, must be less than 91 days old and must contain all 6 pages. Either the original or a carbon copy is acceptable.

In Alberta, the process for searching corporate names is carried out by authorized NUANS search houses.

## Registering a Society as a Charity

An incorporated society may be eligible for government grants and to become a registered charity with the Revenue Canada Agency (CRA). If you intend to register as a charity, CRA will require that your association's objectives meet CRA's charitable purposes. A charity has the ability to issue tax receipts on behalf of sponsorships or donations. Review the CRA website for detailed information.

# Checklist for forming a Neighbourhood Association

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- Build community awareness and support for forming a Neighbourhood Association. Hold an information session and organize your group. The Council of Lethbridge Neighbourhoods can help promote the meeting and educate the residents in your neighbourhood on why a Neighbourhood Association can benefit their community!
- Hold an Annual General Meeting to appoint a Board of Directors, approve bylaws (sample bylaws included at end of document) objectives and boundaries.
- Choose a (legal) name. Go to an *authorized NUANS search house* and request a name search (NUANS search) for your association name.
- Complete the forms (application, bylaws, address) with Service Alberta to form a Society. Have the new Board sign the applicable forms.
- Mail in your incorporation papers for your Society to Corporate Registry. Ensure all signatures are legible. Also, that the name of your Association is the same on all documentation. Mail in duplicate and keep a copy for your records:
  - Application to form a Society
  - Society Bylaws
  - Notice of Address
  - NUAN's Report in duplicate
  - \$50 Incorporation Fee
- Once your Incorporation papers come in, contact the Council of Lethbridge Neighbourhoods to be entered into their database and apply for membership. (admin@yqlneighbourhoods.ca)
- Contact an insurance provider to obtain Board and Liability Insurance.
- Get involved, have fun and make a difference in your community.

Refer to the [Corporate Registry website](https://www.servicealberta.ca/716.cfm) for further information:  
<https://www.servicealberta.ca/716.cfm>

## Fees - Non-profit Companies & Societies

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The following fee schedule pertains only to services that are provided by the Corporate Registry office.

Corporate Registry can only accept credit cards as payment for transactions when presented in person by the credit card holder. Documents received in the mail after this date that include credit card information will be returned unfiled to the submitter.

When paying by cheque, please make the cheque payable to the *Government of Alberta*.

Type of Service	Societies Act Fee	Companies Act Fee	Religious Societies' Lands Act Fee
Incorporation	\$50	\$75	\$50
Amalgamation	\$50	\$25	n/a
Restoration/Revival	\$50	\$75	n/a
Change of Objectives	\$25	n/a	n/a
Change of Bylaws	\$0	n/a	\$0
Change of Name	\$25	\$25	\$0
Annual Return	\$0	\$0	n/a
Appointment of Receiver	\$0	\$0	n/a
Any certificate or certification for which a fee is not provided	\$25	\$25	n/a

# Corporate Registry Office

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**Location**

South Counter  
Mezzanine Floor  
John E. Brownlee Building  
10365-97 Street  
Edmonton, Alberta T5J 3W7

**Telephone Number**

780-427-7013 Edmonton, Alberta, Canada  
RITE line within Alberta 310-0000

**Fax Number**

780-422-1091 Edmonton, Alberta, Canada  
RITE line within Alberta 310-0000

**Help Desk Hours**

Monday to Friday, excluding holidays  
8:15 a.m. - 4:30 p.m. (front counter closes at 4:00 p.m.)

**Mailing Address**

Corporate Registry  
Service Alberta  
Box 1007 Station Main  
Edmonton, Alberta T5J 4W6

**E-mail**

[cr@gov.ab.ca](mailto:cr@gov.ab.ca)

## Helpful Links and Resources

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Clicking on the links will direct you to that specific site.

*How to Incorporate a Not-For-Profit Society*  
<http://www.servicealberta.go.ab.ca/716.cfm>

*Request for Service form to accompany Society Application to Service Alberta*  
[http://www.servicealberta.gov.ab.ca/pdf/Forms/Corp\\_Reg\\_Serv\\_Req.pdf](http://www.servicealberta.gov.ab.ca/pdf/Forms/Corp_Reg_Serv_Req.pdf)

*All Service Alberta forms for Societies*  
<http://www.servicealberta.gov.ab.ca/847.cfm>

*More information on Name Searches and Search providers*  
<http://www.servicealberta.gov.ab.ca/705.cfm>

*Obligations and Responsibilities after Incorporating or Registering*  
<http://www.servicealberta.gov.ab.ca/718.cfm>

*Board Development Program*  
<http://culture.alberta.ca/community-and-voluntary-services/programs-and-services/board-development/>



# Board Member Responsibilities

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- ⇒ Attends meetings regularly;
- ⇒ Reads background material and minutes;
- ⇒ Is willing to serve on committees;
- ⇒ Speaks up when he/she has something to say;
- ⇒ Does not dominate the discussion;
- ⇒ Keeps comments relevant;
- ⇒ Listens when others speak;
- ⇒ Brings out quiet members;
- ⇒ Keeps confidential discussions CONFIDENTIAL;
- ⇒ Is open to community feedback;
- ⇒ Receives and gives constructive criticism;
- ⇒ Understands how to compromise;
- ⇒ Understands how to negotiate;
- ⇒ Gives praise when due; and
- ⇒ Is prepared to make decisions.



# Board Executive Duties

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## Board Chair

- ⇒ Chairs the Annual, General and Special meetings.
- ⇒ Speaks on behalf of the Association.
- ⇒ Plays a major role in fundraising and grant applications.
- ⇒ The Board Chair provides leadership and models appropriate and ethical behavior.
- ⇒ The Board Chair serves as “ex officio” on all committees, appoints committee chairs (*in consultation with directors*).

## Board Vice-Chair

- ⇒ In the absence of the Chair, performs the chairperson duties.
- ⇒ Contributes through committee work.
- ⇒ With the Secretary, authenticate the official use of the Seal in absence of the Chairperson or at the direction of the Chairperson.
- ⇒ Signing authority on all bank accounts, with the Secretary.

## Board Secretary

- ⇒ Manages the records (documents, contracts, etc.) of the society.
- ⇒ Has custody of the seal of the society.
- ⇒ Properly distributes the meeting notices and agendas.
- ⇒ Manages the minutes of the board and general meetings and distributes in a timely manner.
- ⇒ Reports correspondence at board meetings.
- ⇒ Ensures that members have access to society records as outlined in the bylaws.
- ⇒ Ensures that all records are passed on to the next administration.

## Board Treasurer

- ⇒ Manages the finances of the society.
- ⇒ Provides “year-to-date” and incremental financial reports as required.
- ⇒ Provides the annual budget for the directors’ approval.
- ⇒ Ensures an annual audit is conducted and reported at the Annual General Meeting.

# Principles for Effective Governance

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What principles should be kept in mind when considering your governance responsibilities?

- ⇒ Focus on the whole organization.
- ⇒ Operate as a corporate body with board members working together as a whole.
- ⇒ Speak with one voice.
- ⇒ Direct the organization's work by approving policy and monitoring the impact of the policy.
- ⇒ Understand that as a board member you are fully accountable for all organizational behaviour.
- ⇒ Understand that as a board member you are not: just a volunteer" or someone who is lending their name to the organization, but are a trustee or steward for others.

## **Stewardship is...**

...an obligation to maintain, preserve, further develop, and make wise decisions about your resources, and to ensure that they remain in the public domain to the benefit of this and future generations.

...about holding a position of trust.

...about acting honestly, in good faith, and in the best interests of THIS organization.

...is an obligation of loyalty and duty to uphold the integrity of the organization.

# Bylaw Basics

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## What are Bylaws?

Bylaws are the fundamental governing rules and regulations of any society. The bylaws state how the society is to be governed and how the powers of the society are to be exercised. Bylaws provide ground rules that the board uses to develop its structure, clarify roles, responsibilities and functions, and establish meeting and voting procedures. In many organizations, the bylaws are called the Constitution, Charter, or Rules and Regulations. Some organizations use a combination of these terms. The word "bylaws" is used because it is referred to in the *Societies Act*.

## Your Organizations First Bylaws

Bylaws are first developed, ratified and registered by the incorporators of an organization or society. They must be signed by the initial incorporators of the organization and filed with the Registrar along with other incorporation documents and forms as part of fulfilling the regulatory requirements for incorporation. This includes payment of any required fees.

## Changes to Bylaws

A society may need to make fundamental changes to its structure or bylaws occasionally. Because fundamental changes are critical, the *Societies Act* has special requirements on changes to the bylaws. These changes are:

- ⇒ Amending the bylaws
- ⇒ Changing the objects
- ⇒ Issuing debentures
- ⇒ Surrendering the Certificate of Incorporation

These changes must have the approval of the members of the society. The changes must appear in a special resolution at a Special General Meeting called for that purpose or an Annual General Meeting. There must be at least 21 days' notice to all members of the proposed change. At least 75% of the members who vote at the meeting must approve the change. These requirements guarantee that changes cannot occur without the support of the majority of members. Your bylaws must state the procedure for amending the bylaws or the objects of the society. The *Societies Act* strictly regulates how to change the objects or the bylaws.

## How long will re-drafting bylaws take? What is involved?

Re-drafting bylaws can be a simple or time-consuming procedure depending on whether or not this has been done on a regular basis by the organization members. Once an amendment or new draft is created, future changes to the bylaws require ratification by a majority vote of members; according to the quorum numbers identified in your filed bylaws, and provided that notice of any proposal to make such an amendment was forwarded to each member with the notice of meeting as specified in the filed bylaws. Once the changes are drafted, the

procedure for notice and ratification will take twenty-one days or more. Again, additional fees may be required.

Bylaws must be dated and signed by the same 5 people who signed the application (if they are the original version), or by the people who are listed on the records as the duly elected directors. Signatures must be witnessed (signature and address). Bylaws, including amendments, do not come into effect until the Registrar has received them, reviewed them, approved them and stamped them “filed” and returned the stamped copy to the organization. This part of the process can take up to six weeks.

## Bylaw Checklist

*Corporate Registry cannot file your bylaws unless they contain all of the following items. These items are a requirement of Section 9(4) of the Societies Act. Review your by-laws with this [checklist \[pdf\]](#) to make sure you have included all required or necessary items. Put a ‘checkmark’ beside each item on the list once you have found it in your by-laws. If the existing by-laws are repealed and replaced, the new set of by-laws must be provided in duplicate, along with the Special Resolution of the members.*

Click [here](#) for a detailed copy of the checklist.

- ⇒ Organization
  - Name of the organization (from the NUANS Report)
- ⇒ Membership
  - Terms of admission of members
  - Rights and responsibilities of members
  - Resignation or expulsion of members
  - Voting rights
- ⇒ Meetings
  - Calling general meetings
  - Calling special meetings
  - Quorum at general meetings
  - Quorum at special meetings
- ⇒ Directors and Officers
  - Appointment and removal of directors and officers
  - Duties of directors and officers
  - Power of directors and officers
  - Payment to directors and officers
- ⇒ Financial Affairs
  - Auditing the books
  - Borrowing money
- ⇒ Minutes, Books and Records
  - Preparing and keeping the minutes of the society meetings
  - Preparing and keeping the minutes of the directors meetings
  - Preparing and keeping other books and records
  - Inspecting books and records
- ⇒ Other
  - Keeping and using the society’s seal
  - Changing the by-laws

\*\* An association has the ability to include other items over and beyond the previous checklist items.

# Sample Neighbourhood Association Bylaws

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## **Article 1 - Name of Organization and Purpose**

### *Section 1 – Name of Organization*

The name of this organization shall be SAMPLE NEIGHBOURHOOD ASSOCIATION. (SNA)

## **Article 2 – Boundaries**

The boundaries of SNA shall include (define boundaries)

NOTE: see Neighbourhood Maps on City of Lethbridge website for reference.

## **Article 3 – Membership**

### *Section 1 – Membership Qualifications*

Membership in SNA shall be open to all residents, property owners and holders of a business license located within the boundaries as defined in Article 2.

### *Section 2 – Membership Voting*

All residents, property owners or businesses located within SNA boundaries shall have one vote per member household, property or business entity, each to be cast during attendance at any general or special meeting. Voting may be conducted electronically by Board Members for the purpose of a Board Meeting Motion.

### *Section 3 – Withdrawal of Membership*

Residents, property owners or businesses who move outside of the SNA boundaries will be withdrawn from membership of the association. A member may submit in writing to the Secretary their intent to withdraw from membership. Their name will be removed from registry.

### *Section 4 – Expulsion of Membership*

The Board of Directors will be given the power to expel any members from membership for any conduct deemed injurious to the association or its purposes. The decision of the Board of Directors is final. Written notice to member of expulsion shall be made up final decision.

## **Article 4 – Dues and Financial Support**

Charging of dues shall not be made; however, voluntary contributions will be accepted and fund raising, grant applications may be authorized by the Board.

## **Article 5 – Meetings**

### *Section 1 – Annual General Meeting (AGM)*

An AGM of the members shall be held in the month of March each year. The purpose of the AGM is to:

- a. Receive the Chairman of the Board's report on the year's activities, including a review of the significant initiatives pursued by the Board.
- b. Receive the Treasurer's report and the audited financial statements of the Association for the preceding Fiscal year. Copies are available for examination and viewing of the Members present.
- c. Appoint an auditor for the upcoming Fiscal year.
- d. Hold an election or appointment the Officers of the Association.
- e. Receive reports on the affairs of the Association and transact any other business which is within the power of the members.

### *Section 2 – Board of Director’s Meetings*

The newly elected Board shall meet within one (1) month after each AGM. The Board of Directors shall meet at least twice yearly, recommended within two weeks prior to a General Membership Meeting. This will allow the Board of Directors to identify priorities from communications from residents, Government Agencies, other neighbourhoods, local businesses or other Associations for recommendation for voting at the General Meeting. Each meeting of the Board shall be open to any member, except that those members attending are non-voting and require invitation by the Board to speak. The Board of Directors may also decide to hold their Board Meetings at the same time as a General Meeting; this is at the discretion of the Board.

### *Section 3 – General Membership Meetings*

There shall be at least two general membership meetings yearly. The meetings shall be convened in the fall and spring and upon any day decided by the majority of the Board of Directors. The Board of Directors may decide to hold their AGM prior to one of their General Meetings.

### *Section 4 – Special Membership Meetings*

Special membership meetings may be called from time to time by the Chairman of the board, the Vice Chair in the Chair’s absence or a majority of the Directors of the Association. The purpose of a Special Meeting is if there is a matter being proposed that requires a Special Resolution, make changes to BYLAWS or any special requests from the membership that the Board sees fit to address outside of a General Meeting.

### *Section 5 – Notification*

Notification for all Meetings shall require fourteen (14) days advance notice in writing (by email) or telephone. The Board may also utilize its own website and social media to announce of upcoming General meetings. Reasonable attempt to notify all SNA voting members through public notice or any other methods deemed reasonable shall be made by the Board.

### *Section 6 – Quorum*

The quorum for a Board of Director’s Meeting shall be three (3) Directors. The quorum for a General or Special Meeting shall be five (5) members in good standing.

### *Section 7 – Agenda*

The Chair of the Board of Directors shall prepare the agenda for all meetings of the Board and Membership. Any member of SNA may make a motion to add an item to the agenda. Adoption of that motion requires a second and majority vote.

## **Article 6 – Government of the Society**

### *Section 1 – The Number of Officers*

The Board of Directors shall consist of four (4) Officers which shall be the Chair, Vice-Chair and Secretary and Treasurer. There shall be a minimum of two additional Directors. The positions of Secretary and Treasurer may be combined at the discretion of the Board of Directors. The Board can determine and adjust the number of Board positions annually.

All positions within the Board of Directors are unpaid and on a volunteer basis.

### *Section 2 – Term of Office*

Each officer shall hold office for a term of one (1) year for which he/she is elected or appointed and until his/her successor has been elected or appointed. An officer may choose to let their

name stand for an Officer position for a second term. Maximum term on the Board of Directors is four (4) years.

### *Section 3 – Eligibility of Officers*

All members of SNA are qualified to hold an elected or appointed position.

### *Section 4 – Election/Appointment of Officers*

If the election is not by acclamation, Officer Members shall be elected annually by a vote of the membership at its annual meeting. The names of all candidates for the officer slate shall be placed in nomination. Secret written ballots shall be used for voting officers. Election requires a majority vote of the membership present.

### *Section 5 – Removal or Resignation*

Any Director may be removed from Office whose conduct is determined to be improper, unbecoming or likely to discredit or endanger the interest or reputation of the Association. Or, who willfully breaches these bylaws.

A Director will be notified in writing of the applicable charge or complaint at least 10 days prior to the Special Meeting of the Board called for that purpose. The director will be given the opportunity to be heard at the Special Meeting. An affirmative vote of two thirds of the Board is required to remove a director.

A Director may resign from office by giving one month's notice in writing. The resignation takes effect at the end of the months' notice.

### *Section 6 – Power of the Board*

The Board shall be responsible for all business coming before the Neighbourhood Association and for assuming that members are informed of business that affects them through reasonable means of notification. The Board has the responsibility of acting in the best interest of the neighbourhood but is not specifically bound to act according to the desire of members attending a particular meeting.

### *Section 7 - Duties of Officers*

- a. **Chair of the Board:** The Chairperson shall preside and prepare the Agenda at all board meetings and all membership meetings. She/he shall perform such duties as the Board and membership from time to time authorize. The Chair shall represent the position of the board and the interests of the Neighbourhood Association. The Chair will have signing authority on all contracts, official documents, correspondence and bank accounts of the Association. With the Secretary, the Chairperson will, if applicable, authenticate the use of The Seal of the Association.
- b. **Vice-Chair:** The Vice Chairperson shall perform the duties of the Chair in the Chair's absence. The Vice-Chair will be designated signing authority on all bank accounts with the Association. With the Secretary, the Vice-Chair will have signing authority on all contracts to be entered into in the absence of the Chair. With the Secretary, the Vice Chair will authenticate, if applicable, the use of The Seal of the Association.
- c. **Secretary:** The secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of SNA; shall make records of SNA available for inspection at any reasonable time. File any special resolutions, changes in Directors, amendments to the bylaws or other incorporating documents with the Corporate Registry. If applicable, keep and ensure the security of The Seal of the Association.
- d. **Treasurer:** The Treasurer shall be responsible for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disperse SNA funds, but such

disbursement shall require the additional signature of the Chairperson, or the Vice-Chair in his/her absence. The treasurer shall file the annual return and audited financial statements.

### **Article 7 – Committees**

The Board shall establish both standing and ad hoc committees, as they deem necessary. Committees shall make recommendations to the Board for actions.

### **Article 8 – Management of the Society**

#### *Section 1 – Registered Office*

The office of the SNA is ....

#### *Section 2 – Fiscal Year End*

The fiscal year end for SNA shall be October 31 of each year.

#### *Section 3 Finance and Audit*

- a. Officers designated under these bylaws shall be the signing authorities on all Association's bank accounts. Two signatures of officers are required on all cheques.
- b. The Association may not borrow money from any banking institution, business, other association, agency or individual.
- c. The books, accounts and records of the Association shall be audited annually by a duly qualified accountant or by two voting members elected for that purpose at the AGM. There is no requirement that the two voting members be a qualified accountant.
- d. Audited financial statements will be presented at the AGM.

#### *Section 4 – Use of the Seal*

If applicable, the Seal of the Association shall be retained by the Secretary and whenever officially used, shall be authenticated by the Chair or the Vice Chair in his/her absence.

#### *Section 5 – Preparation and custody of Books and Records.*

- a. The Minute Book shall be maintained by the Secretary.
- b. The Financial Statements shall be maintained by the Treasurer.
- c. The minutes of all meetings shall be maintained by the Secretary.
- d. The books and records of the Association may be inspected by any Member of SNA. Reasonable notice and an arranged time and location must be given and arranged with the Secretary or Chair.

### **Article 9 - Amending, Altering, Rescinding or Adding Bylaws**

These Bylaws shall not be rescinded, altered or added to except by Special Resolution passed at a General Meeting. All amendments must be proposed in writing and submitted to members for a reading at the General Meeting. Notice of a proposal to amend the Bylaws, specifying the date, time and location for consideration must be provided to all members a minimum of 21 days before voting. Passing of the Special Resolution is required by 75% of those members, if entitled to do so vote in person or by proxy.

### **Article 10 – Dissolution**

The Neighbourhood Association shall be dissolved voluntarily if a special Resolution to that effect is passed by the Association. If the Association is dissolved, all funds or remaining assets, after paying all debts, become the property of any other registered society upon majority vote of the remaining members.