



Hampton Village
COMMUNITY ASSOCIATION

Articles of Incorporation
And
Bylaws

Updated: September 14th, 2022

Enacted by Association: November 9th, 2010

Corporation Number 101177503

REVISION HISTORY

Revision	Description	Date Revised
1	Incorporation Date	November 9, 2010
2	Articles & Bylaws	October 10, 2012
3	Articles & Bylaws	October 2016
4	Articles & Bylaws	October 10, 2018
5	Articles & Bylaws	October 7, 2019
6	Articles & Bylaws	October 14, 2020
7	Articles & Bylaws	October 13, 2021
8	<p>Article 3 – Class of Membership Revised Article 3.03: Added definition of “HVCA Board” and “Board”. Added clarification to why ‘Resident Membership’ status could be granted.</p> <p>Revised Article 3.04: Added definition of “HVCA Board Member” and “Board Member”.</p> <p>Revised Article 3.05: Cleaned up the language to reflect revision to Article 3.03.</p> <p>Article 5 – Number of Directors Revised the name of Article 5 to: “Number of HVCA Board Members”.</p> <p>Bylaw 2 – Membership Revised Bylaw 2.01: Changed the rights of Resident and Associate Members.</p> <p>Bylaw 3 – HVCA Board Revised Bylaw 3.12: Added definition of “Executive”.</p> <p>Appendix 2 – Policies & Procedures Added Criminal Record Check/Vulnerable Sector Check</p> <p>Throughout Cleaned up the language throughout the document to clearly define “Board”, “Board Member”, and “Executive”.</p>	September 14, 2022

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ARTICLES OF INCORPORATION

ARTICLE 1 – Name of Corporation

- 1.01 The name of the organization shall be: “Hampton Village Community Association Inc.”, hereinafter called “The Association” or “HVCA”.

ARTICLE 2 – Registered Office

- 2.01 Unit #10 – 1055 Hampton Circle
Saskatoon, Saskatchewan
S7R 0G7

ARTICLE 3 – Class of Membership

- 3.01 There shall be two (2) classes of membership:
a. Resident
b. Associate (Non-Resident).
- 3.02 Resident membership shall be open to any individual, family, or household whose principle residence is located within the boundaries of the Association and upon payment of any required fees.
- 3.03 Resident membership status may be granted to an individual, family or household living outside of the Association boundaries upon a majority vote of the HVCA Board (“hereinafter called “Board”) and payment of any required fee. Typically, this arrangement could be made when there is a strong connection to the community (other than residency), such as being a parent or guarding to children who attend school in the Hampton Village neighbourhood.
- 3.04 A Resident member has the right to vote and be elected as an HVCA Board Member, hereinafter called “Board Member”.
- 3.05 Associate membership (Non-Resident) may be granted to any individual, family or household upon payment of any required fee.

ARTICLE 4 – Right to Transfer Membership Interests

- 4.01 None

ARTICLE 5 – Number of Board Members

- 5.01 Minimum of 5 and maximum of 20

ARTICLE 6 – Type of Corporation

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

ARTICLE 7 – Activities of the Corporation

- 7.01 The Association has the power to carry on its activities in furtherance of the recreational, educational and social well-being of the residents of the Hampton Village neighbourhood in the City of Saskatoon. Activities shall enhance and protect the quality of life in the Hampton Village neighbourhood by:
- a. promoting a sense of community
 - b. providing opportunities for public input on community initiatives and issues.
- 7.02 The Association shall promote, develop and organize educational, recreational and social programs, facilities and sites by:
- a. Working in cooperation with the City of Saskatoon, Community Services Department
 - b. Working in conjunction with other organizations and agencies
 - c. Raising funds for carrying out and furthering the Association's objectives
 - d. Working in cooperation with the Saskatoon Public School District and the Greater Saskatoon Catholic School District
 - e. Working in liaison with the City Ward Councillor.

ARTICLE 8 – Dissolution of the Corporation

- 8.01 If the Board concludes that it can no longer function as a viable organization then dissolution may be considered.
- 8.02 This action should be implemented only after it has been identified that no future purpose for the Association's existence can be identified
- 8.03 Upon dissolution or 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 Non-profit Corporation
 - b. A registered charity within the meaning of the Income Tax Act (Canada)
 - c. The City of Saskatoon
 - d. The Government of Canada or a Government of any Province or an agency of any of those governments or
 - e. Any combination of the bodies described in clauses A to D.
- 8.04 Any motion towards dissolution must meet the requirements in accordance with the Saskatchewan Non-profit Corporations Act.
- 8.05 Any motion which would authorize dissolution of the Association must be approved at a General or Special Membership Meeting where quorum is present and must be approved by 2/3 majority of eligible voters present before it can be implemented.
- 8.06 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 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 have right of first refusal if it is still in existence.
- 8.07 Any motion for dissolution requires at least ninety (90) days' notice, publication in at least three (3) newsletters and/or an advertisement in the Star Phoenix.

BYLAWS

Preamble

Unless the context otherwise requires, words importing the singular include the plural and vice versa, and words importing the masculine gender include the feminine. In all cases, the Board tried to be gender neutral.

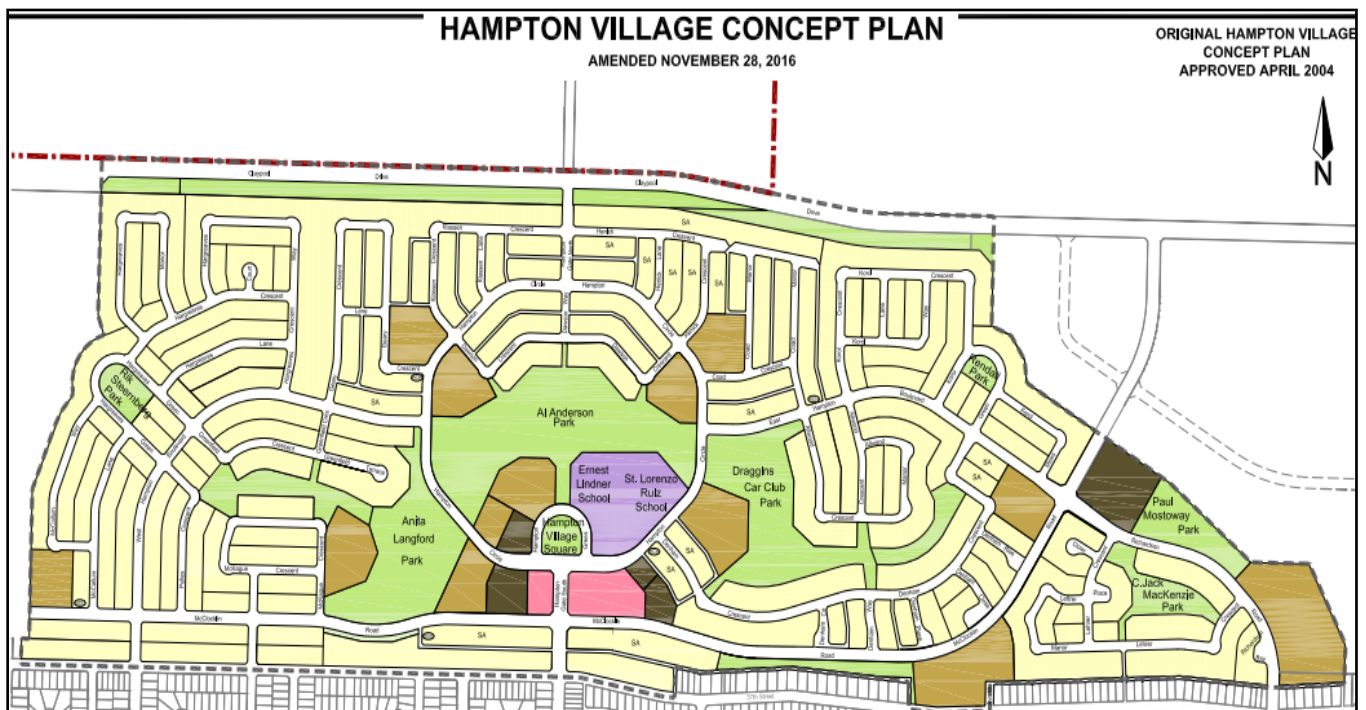
In the event of any dispute as to the meaning of any bylaw or resolution heretofore or hereinafter passed, the interpretation of the Board shall be final, subject to review at Annual General Meetings.

BYLAW 1 – COMMUNITY BOUNDARIES

1.01 The Hampton Village community shall include all the area that lies within these boundaries:

In the City of Saskatoon, Saskatchewan:

Bounded on the north; by the south side of Claypool Drive from Hargreaves Crescent to McClocklin Road. Bounded on the west; by McCallum Way and Hargreaves Crescent between 37th Street West and Claypool Drive. Bounded on the east; by Richardson and McClocklin Roads between 37th Street West and Claypool Drive. Bounded on the south; by McClocklin Road including Block 2315 of 37th Street West between McCallum Way and Richardson Road.



BYLAW 2 – MEMBERSHIP

2.01 Rights of Members

a. Resident Members:

- can participate in programming and activities offered by the HVCA.
- are entitled to vote at all meetings of members.
- are eligible to be elected to the Board.
- must be 18 years of age or older.

b. Associate Members (Non-resident):

- can participate in programming and activities offered by the HVCA.
- are not entitled to vote at all meetings of members.
- are not eligible to be elected to the Board.

2.02 Membership fees shall be set annually at the Annual General Meeting. Membership fees will be valid from July 1 to June 30 and renewed annually.

2.03 Membership cards (or electronic membership profiles) will be issued annually, upon payment of fee.

2.05 A member is not liable in an individual capacity for any debt or liability of the HVCA.

2.06 The HVCA honors current valid memberships from other Community Associations.

BYLAW 3 – HVCA BOARD

3.01 The business of the HVCA shall be managed by the Board duly elected for a two-year term from the membership of the Association and shall consist of not less than five (5) or more than twenty (20) Board Members. Board Member positions are listed below.

Even Years	Odd years
President	Vice President
Treasurer	Secretary
Allocations Coordinator	Indoor Coordinator – Child and Youth
Indoor Coordinator – Adult	Indoor Coordinator – Daytime
Communications Coordinator	Online Registration & Membership Coordinator
Kinder Soccer Coordinator	Youth Soccer Coordinator
Member at Large (4) positions 1,3,5,7	Rink Coordinator
	Member at Large (3) positions 2,4,6

3.02 A Board Member is required to be a member of the corporation.

3.03 No Board Member shall be a salaried employee of the corporation.

3.04 All Board terms shall be for two years and may be a shared position, equaling one vote.

3.05 A member may hold only **one (1) position** as a Board Member.

3.06 Half of the sitting Board plus one shall constitute a quorum for meetings of the Board.

- 3.07 No Board Member shall receive any remuneration for acting as such. However, a Board Member shall be reimbursed for their expenses incurred on behalf of the Association. A Board Member may be indemnified for their expenses incurred on behalf of the Association as a Board Member.
- 3.08 The Board will:
- Meet a minimum of six times annually.
 - Meet on regular meeting dates, which will be established annually.
 - The regular schedule of meeting dates shall constitute notification.
 - Hold their meetings in Saskatoon.
- 3.09 Duties of the Board are described in Appendix 1.
- 3.10 Board Members shall perform such other duties as may be assigned from time to time.
- 3.11 Meetings of the Board may be held at any time upon reasonable notice at the call of the President.
- 3.12 Meetings of the Executive (President, Vice President, Treasurer, Secretary) may be held from time to time upon notice by the President.
- 3.13 Any Board Member with signing authority of Association accounts must be bondable.
- 3.14 Notwithstanding any other provision in this document, Board Members shall be entitled to one free regularly scheduled HVCA program per fiscal year, for themselves or a member of their household, up to a maximum of \$60.00. For greater certainty, as the program fee is a nominal amount and since there is considerable benefit to the Association by having Board Members participate in HVCA programming, this benefit is deemed to not constitute remuneration. Benefits to the Association include, but are not limited to: Board Members will function as additional program monitors (providing valuable feedback to the Coordinators); Board Members will be more engaged with community members (hearing ideas and concerns), and Board Members will have the opportunity to raise the profile of the HVCA.

BYLAW 4 – POWERS OF THE BOARD

- 4.01 The Board shall have the power to do all things necessary for the successful operation of the Association, and without restricting the generality of the foregoing, be empowered to:
- a. Administer the funds of the Association, including approval of all fundraising projects, in such manner and for such purposes as it may decide are beneficial to the well-being and advance of the objectives of the Association.
 - b. Decide to commence any new form of activity considered desirable and likewise to discontinue any form of activity being conducted under the auspices of the Association.
 - c. Expel any member from the Association for infraction of the Articles of Incorporation and Bylaws of the Association (hereinafter called “Articles & Bylaws”) or Roles and Responsibilities of a Board Member.

- d. Suspend any Board Member who fails to properly carry out their duties without having given a satisfactory explanation.
 - e. Accept any resignation and appoint a member of the Association to fill any vacancy occurring on the Board until the next Annual General Meeting at which time an election will be held to complete the balance of the term. Prior to nominating an Association member to fill a vacancy by appointment, five (5) days' notice shall be provided to the Board.
 - f. Ensure that the objectives of the Association be carried out and that the Association is operated on a non-political and non-sectarian basis. The objectives of the Association shall be carried on without monetary gain to individuals and any profits or other accumulations shall be used in promoting its objectives.
 - g. Notwithstanding any other provisions of the Articles & Bylaws, Policies and Procedures, the Board may appoint committees, either standing or temporary, and prescribe their duties, powers, and duration thereof.
 - h. Make such rules and regulations regarding the use of Association facilities, equipment, supplies, and activities as they may deem necessary.
- 4.02 All Board Members are entitled to one vote. The meeting chair will hold their vote in case of the need to break a tie vote.
- 4.03 Any Board Member who shall, for any reason, cease to remain on the Board shall turn over to the Board all documents, electronic records (e.g., Data bases, usernames, passwords), keys, books, funds, and Association property within 14 days. Outgoing Board Members shall endeavor to ensure a smooth transition for any change in Board position.
- 4.05 There must be Board approval on all non-budgeted expenditures over \$200.00.

BYLAW 5 – MEETINGS

- 5.01 For business transacted at any Board or Membership Meeting to be valid, the meeting must be duly convened, and quorum must be present.
- 5.02 Quorum at any General or Special Meetings of the Association is deemed to be not less than 50% plus one of the sitting Board.

Meetings of the Board of Directors

- 5.03 Board Meetings
- a. In addition to the Annual General Meeting (AGM), the Board shall hold a minimum of six (6) meetings each year.
 - b. Board Meetings (General Business) shall be open to general attendance; however, only Board Members may present motions and vote.
 - c. All business transacted at meetings, necessary to the day-to-day operation of the Association, is deemed to be general business.
 - d. All Board Members shall be notified of every meeting in writing, or electronic means or otherwise with at least five (5) days' notice.

- e. 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.
- f. A Board Member may waive notice of a meeting by his or her attendance at a meeting or, if not in attendance by stating so by letter, telephone or otherwise.
- g. The President or their designate shall preside at meetings of the Association, Board Meetings, any Special Meetings that may be called, and the AGM.
- h. Meetings may be held in person or virtually, by means of a telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting.

5.04 Wherever practical, the order of business of the Board shall be:

- a. Call to order and adoption of Agenda
- b. Minutes of the last meeting
- c. Matters arising from the minutes
- d. Correspondence
- e. Executive Reports (President, Vice President, Treasurer, Secretary)
- f. Community Consultant (City of Saskatoon)
- g. Coordinators Reports
- h. Committee Reports (if different from Coordinators)
- i. Old Business
- j. New Business
- k. Next meeting
- l. Adjournment

Membership Meetings

5.05 **Annual General Meetings**

- a. There shall be one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held by the end of the month of October.
- b. Election of the Board shall take place at the Annual General Meeting.
- c. The AGM is open to Association members in good standing and all residents within the Association's designated boundaries.
- d. The order of business for the Annual General Meeting shall be as follows:
 - 1. Notice of the meeting
 - 2. Minutes of the previous Annual General Meeting to be read and adopted
 - 3. Business arising from minutes of previous Annual General Meeting
 - 4. Correspondence
 - 5. Reports of the Coordinators and Committees
 - 6. New Business
 - 7. Election of Board
 - 8. Adjournment
- e. Notice of the time and place of the Annual General or Special Meetings must be given in accordance with the Corporations Act, by personal delivery and/or any electronic media.

This notice must be given not less than fifteen (15) days or more than fifty (50) days before the date of the said meeting.

5.06 Special Meetings

Special Meetings of the Association shall be held in the following circumstances:

- a. when deemed advisable by the Board.
- b. When requested in writing by not less than five percent (5%) of the membership.
 - i. Those petitioning for the meeting shall be responsible for the costs of publicity and all other costs, including those incurred by the Association in the preparing and dealing with the meeting.
- c. Special Meetings will be scheduled without undue delay. The meeting notice shall be published not less than fifteen (15) days 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 electronic media.
- d. All notices of Special Meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.

BYLAW 6 – VOTING

6.01 Every member in good standing, eighteen (18) years of age or over is entitled to one vote.

6.02 There shall be no voting by proxy.

6.03 The business of the Association shall be by majority vote of voting members present at meetings, as indicated by a show of hands except for:

- a. The chairperson of the meeting shall cast their vote last, to avoid a deadlock; the chairperson shall have the tie-breaking vote.
- b. Under special circumstances, approval of a specific resolution may be approved via electronic media; however, at the next Board Meeting, said motion shall be entered in the minutes as a motion noting votes for and against.
- c. Amendments to the constitution, must be passed by at least two-thirds (2/3) majority of those members present.
- d. Voting shall be by secret ballot when requested by any one member of the association.

BYLAW 7 – ELECTIONS

7.01 The nominating committee shall be coordinated and chaired by the Vice President.

7.02 The nominating committee shall fully recognize the need for comprising a well-balanced slate of Board Members.

7.03 The proposed slate of candidates shall be put forward by the nominating committee at the Annual General Meeting for elections and any additional nominees shall be received from the floor.

7.04 The current Board is comprised of the following:

Even Years	Odd years
President	Vice President
Treasurer	Secretary
Indoor Coordinator – Adult	Indoor Coordinator – Child and Youth
Allocations Coordinator	Indoor Coordinator – Daytime
Kinder Soccer Coordinator	Youth Soccer Coordinator
Communications Coordinator	Online Registration/Membership Coordinator
Member at Large (4) positions 1,3,5,7	Rink Coordinator
	Member at Large, (3) positions 2,4,6

7.05 Not more than half of the Board should retire annually. A Board Member may hold the same office for consecutive terms.

BYLAW 8 – FINANCIAL ACTIVITY

- 8.01 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 bank as the Board may determine and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 8.02 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures, one of which must be President or Treasurer.
- Signing authority shall be given to the President, Treasurer and up to two additional Board Members named by the Board by resolution.
 - The annual financial statement shall be prepared within two months of the Association year end, and the Board shall meet to approve the financial statements and shall evidence their approval by the signature of the Treasurer and the President.
 - Copy (hard or electronic) of financial statements shall be available to each member in good standing upon request.
 - A yearly written report of the reviewed financial activities of the Association shall be presented each year to the Information Services Corporation (ISC).
 - A monthly, written financial statement shall be presented at each Board Meeting.
- 8.03 All property of the Association shall be the responsibility of the Board and the Board shall ensure a correct inventory of property is kept.
- 8.04 The fiscal year of the Association shall be July 1 to June 30.
- 8.05 The Board shall appoint a qualified person under the Saskatchewan Non-profit Corporation Act, who is not a member or relative of any Board Member, to review the Association Annual Financial Statement. It shall be the duty of this person to conduct a review or audit of the financial statement.
- 8.06 The Financial Audit/Review, shall be approved by the Board and submitted to the membership at the AGM.
- 8.07 In exceptional circumstances, Board Members may spend up to \$200.00 without prior approval and then submit receipts for reimbursement to the Treasurer. This is not meant to circumvent proper budgeting processes.

- 8.08 Purchases over \$1,000.00 will be required to obtain 3 quotes and the quotes will be provided to the Board for approval prior to the purchasing. The Board by motion may waive this requirement in exceptional circumstances.
- 8.09 Purchases over \$2,500.00 must be taken to the general membership for approval.
- 8.10 No Board Member may make expenses which would result in the liquid assets of the Association being less than \$3,000.00.
- 8.11 Capital Requirements are defined as net assets. Capital assets received for designated purposes must be used for the purpose outlined in the project taking place and funding instructions. There shall be a list of all capital assets accounted for each year in the Annual Financial Statement.

BYLAW 9 – PLEDGING OF CREDIT

- 9.01 Notwithstanding any other provision of the Governance Documents, no section or sections of this document shall be deemed to empower or enable the Board, or any Board Member or Members of the Association to pledge the credit of the Association or to enter into any contract or agreement on behalf of the Association, until such commitment has been specifically authorized by resolution at a Special Meeting.

BYLAW 10 – AMENDMENTS

- 10.01 Proposed amendments to this constitution must be in writing and presented to the Secretary not less than twenty (20) days prior to the Annual General Meeting or Special Meeting of the Association. Full details of the proposed amendments must be made available to the community.
- 10.02 Such amendments must be by two-thirds (2/3) of the vote cast and secret ballot if requested by one (1) or more members.



Hampton Village
COMMUNITY ASSOCIATION

Appendix 1

Appendix 1 – Duties of the Board

1. Table 1. HVCA Board Positions, Term Expiry and Anticipated Time Commitment
Table 2. Estimated Time Commitment Categories
2. Board Member Roles & Responsibilities (General)
3. Individual Board Member Roles & Responsibilities (Detailed)

Table 1. HVCA Board Positions, Term Expiry and Anticipated Time Commitment

Board Position	Renewal Year	Commitment Estimate
President	Even	Intense
Vice President	Odd	Light
Treasurer	Even	Intense
Secretary	Odd	Moderate
Indoor Coordinator – Adult	Even	Moderate - Intense
Indoor Coordinator – Child and Youth	Odd	Moderate - Intense
Indoor Coordinator – Daytime	Odd	Moderate
Allocations Coordinator	Even	Moderate
Kinder Soccer Coordinator	Even	Moderate - Intense
Youth Soccer Coordinator	Odd	Moderate - Intense
Communications Coordinator	Even	Intense
Online Registration & Membership Coordinator	Odd	Intense
Rink Coordinator	Odd	Moderate - Intense
Member at Large (4 positions) positions 1,3,5,7	Even	Light
Member at Large (3 positions) positions 2,4,6	Odd	Light

Table 2. Estimated Time Commitment Categories

Time Commitment Category	Estimated hours per year for category
Light	20 – 40
Moderate	40 – 80
Intense	80 – 200+



Board Member Roles and Responsibilities

This document is provided as a resource to volunteers who are elected, appointed and/or serving as Board Members for the Hampton Village Community Association (HVCA). Roles are defined as per those identified in the Hampton Village Community Association Inc. Articles & Bylaws enacted November 10, 2009.

Board positions, term expiry dates, and estimated time commitments are summarized in Table 1.

Included in Appendix 1 are details of each Board position, role responsibilities, time commitment estimates, and skills that may be beneficial for the position.

Roles and Responsibilities have been developed through consultations with the City of Saskatoon Community Consultant, publicly available role definitions and roles currently performed by HVCA Board Members.

Time Commitments are based upon existing Board Member experience in the various positions as well as available external information. Time commitments will vary depending on the time of year, available facilities, number of programs and activities delivered each year, etc. Time commitments are only a general guide.

The HVCA has a working Board, meaning each Board Member assists, as they are able, with all activities offered by the HVCA, in addition to fulfilling their individual role on the Board. All Board positions, regardless of responsibility, are voting positions per the HVCA Articles & Bylaws.

Recommended Skill Set. All positions are voluntary, however certain skill sets are beneficial for each position.



The Hampton Village Community Association (HVCA) Board is collectively accountable to the members, community, funders, and other stakeholders. As a Board, they are accountable for the Association's performance in relation to its mandate and effective stewardship of financial and human resources.

While there are specific roles for each Board Member, the shared roles are listed below. Board Members are responsible for acting in the best long-term interest of the HVCA and the community.

Each Board Member is expected to carry out their governance role:

1. Prepare for and participate in Board Meetings.
2. Listen to others' point of view, advocate their own, identify common interests and alternatives, and be open to compromise.
3. Support governance decisions once made.
4. Participate in the review of the Association's mission and objectives and in the development of a strategic plan.
5. Help the Board to monitor the performance of the Association in relation to its mission, objectives, core values and reputation.
6. Abide by the Articles & Bylaws, code of conduct, conflict of interest and other policies that apply to the Board.
7. Participate in the approval of the annual budget and monitor financial performance of the Association in relation to it.
8. Help establish, review and monitor operational policies.
9. Identify prospective Board Members and possibly help recruit them.
10. Attend and participate in the Annual General Meeting.
11. Keep informed about community issues relevant to the mission and objectives of the Association.

Each Board Member is asked to support the activities of the HVCA:

1. Assist with program registration each fall, winter and spring, as able.
2. Deliver the HVCA Newsletter, if necessary.
3. Help with at least one special event each year.
4. Supervise Family Skate Time at the rink, at least twice a year.
5. Assist with rink maintenance, as able.

Board Members are ambassadors for the Association.

Recommended Skill Set...

For all Board Members:

- Pride of the neighbourhood, and knowledge of the community
- Commitment to the Association's mandate and strategic directions
- A commitment of time
- Openness to learning

President

Role: Overall leader and primary representative of the HVCA. Directs and coordinates the activities of the HVCA; promoting the HVCA's goals through program delivery, activities and communications.

Responsibilities:

1. Coordinate and prepare for monthly Board Meetings.
2. Preside at Board Meetings and at the Annual General Meeting, chairing all meetings according to parliamentary procedures (Robert's Rules of Order).
3. Ensure all meetings run smoothly and quickly in a positive and respectful atmosphere.
4. Appoint a Board Member to act in his/her capacity in the absence of the President and Vice President.
5. Attend committee meetings and various community activities as required.
6. Be an ex-officio member of all committees.
7. Be bondable and act as a signatory on documents and cheques drawn on Association funds, as required in the conduct of HVCA affairs.
8. Ensure all Board Members are given training in their duties and responsibilities.
9. Field general inquiries from membership or direct inquiries to the appropriate Board Member.
10. Ensure all Board Members carry out their assigned responsibilities and duties.
11. Provide suggestions to problems encountered by the Board.
12. Act on behalf of HVCA in matters pertaining to various levels of government, outside agencies, the City of Saskatoon, and at public functions.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Leadership
Management	Delegation	Coordination
Public Relations	Engagement	Safety
Consensus Building	Problem Solving	Decision Making
Public Speaking	Conflict Resolution	

Vice President

Role: Assist the President in the overall leadership of the Association. Provide community leadership in the absence of the President and coordinate committee and subcommittees as required by the Board.

Responsibilities:

1. Chair meetings in the absence of the President.
2. In the absence of the President, they will act on behalf of the President and perform the duties of the President.
3. May act on any committee or subcommittee.
4. Be bondable and act as a signatory on documents and cheques drawn on the Association funds as required.
5. Create a nomination committee a minimum of ninety days prior to the AGM to develop a nomination list for Board positions per Articles & Bylaws.
6. Provide the Treasurer with expense reports in the required format and in a timely manner.

Time Commitment: Light

Recommended Skill Set:

Commitment	Communication	Leadership
Management	Coordination	Decision Making
Public Relations	Engagement	Adaptability
Diplomacy		

Treasurer

Role: Responsible for the overall financial matters of the HVCA.

Responsibilities:

1. Maintain the financial record of the Association in accordance with general accounting practices.
2. Be bondable and act as a signatory on documents and cheques drawn on all Association funds as required in the conduct of Association affairs.
3. Prepare and pay all payables.
4. Prepare and deposit all cash and cheques.
5. Review expense reports and issue expense cheques in a timely manner.
6. Maintain records of original documentation or reasonable facsimile, and keep for seven (7) years.
7. Keep the debit card and PIN for the bank account secure.
8. Prepare and present documentation in appropriate format for the Annual Review of the Financial Statements by an outside Chartered Professional Accountant.
9. Prepare monthly, written financial statements along with official bank statements for presentation to the Board.
10. Coordinate the preparation of the Annual Operating Budget, and Annual Reviewed Financial Statements for presentation and acceptance by:
 - a. The Board
 - b. The community at the AGM
11. Prepare year-end report for presentation to the Board.
12. Review and maintain an insurance policy along with another Board Member. The Treasurer is responsible for it to be renewed annually and on time.
13. Assist at registration nights, membership blitz and community functions:
 - a. Prepare all floats required.
 - b. Ensure all cash and cheques are counted by at least two people and the appropriate tally is signed by both.
 - c. Balance all monies received.
14. Coordinate and prepare the Annual Operating Grant, using the prescribed form. The due date of the form is currently April 30. The form must be given to the current City of Saskatoon Community Consultant for processing. The responsibility of remitting that form on time is that of the Treasurer.
15. Assist other Board Members, as required, to prepare grant application forms.
16. Coordinate with the Secretary to submit the Annual Financial Statement to ISC, not more than 30 days after the AGM at which it was presented and approved. The submission is due annually and must be done at the same time as the Annual Return, in order to maintain our Non-profit status with the Corporate Registry.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Coordination
Accounting	Organization/Time Management	Decision Making
Attention to detail	Diplomacy	Budgeting

Secretary

Role: Record all proceedings of the HVCA.

Responsibilities:

1. Record and preserve minutes of all Board Meetings, as well as all Membership Meetings (including the Annual General Meeting and Special Meetings, if any).
2. Assist the President in preparations for meetings, including:
 - a. Circulate draft minutes prior to the meeting.
 - b. Draft an agenda for the President's review.
 - c. Make copies of handouts, as necessary.
 - d. Ensure the meeting space is booked and take care of all other meeting logistics.
3. Be sufficiently familiar with legal documents (Articles & Bylaws, policies, etc.) to note applicability during meetings.
4. Maintain records:
 - a. Maintain a current and complete contact list of Board Members, including mailing addresses and start/end dates of service.
 - b. Maintain a current e-mail distribution list for the Board.
 - c. Maintain a current list of key contacts for the Association.
 - d. Keep the Organizational Binder (or electronic files) up to date, ensuring all important documents and correspondence are kept on file.
 - e. Ensure the Association's key documents are retained and destroyed as per the records retention guidelines.
5. Keep the Organizational Calendar up to date.
6. Draft, verify and distribute a listing of monthly meeting dates for the year.
7. Ensure the Information Services Corporation (ISC) 'Corporate Registry' is accurate by filing Notices of Change in Directors no more than 15 days after a change occurs.
8. File the Annual Return and coordinate with the Treasurer to file the Annual Financial Statement, no more than 30 days after the AGM at which the Annual Financial Statement was presented and approved. The Annual Return and Annual Financial Statement must be submitted together, however if for any reason the Annual Financial Statement cannot be submitted, the Annual Return can be filed separately no more than five (5) months after our fiscal year end. The Annual Return must be submitted on time to maintain our Non-profit status with the Province of Saskatchewan.
9. Work collaboratively with the other Executive Board Members (President, Vice-President, and Treasurer).
10. Advise and assist the Board as well as individual Board Members in matters related to sound administrative practices.
11. Other duties as required or assigned.

Time Commitment: Moderate

Recommended Skill Set:

Organization	Attention to detail	Communication
Teamwork	Computer literacy	Minute Taking

Indoor Coordinator – Adult

Role: Responsible for the planning, management and coordination of all programs for adults (18+).
Note: There is overlap with the Indoor Coordinator – Child and Youth, and the Daytime Coordinator.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Online Registration Coordinator on changes to advertised programs.
3. Provide monthly updates to the Board on program enrolment, cancellations, problems, etc.
4. Coordinate and organize programs for adults (The City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors and volunteers following HVCA Policies and Procedures, and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in programs.
9. Coordinate with the Allocations Coordinator and all other HVCA Program Coordinators to arrange required indoor space.
10. Coordinate fall and winter program registrations.
11. Prepare program information for the HVCA Newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
12. Provide the Treasurer with expense reports in the required form and in a timely manner.
13. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building

Indoor Coordinator – Child and Youth

Role: Responsible for the planning, management and coordination of all programs for children and youth under the age of 18. Note: There is overlap with the Indoor Coordinator – Adult, and the Daytime Coordinator.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Online Registration Coordinator on changes to advertised programs.
3. Provide monthly updates to the Board on program enrolment, cancellations, problems, etc.
4. Coordinate and organize programs for children and youth (The City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors and volunteers following HVCA Policies and Procedures, and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in programs.
9. Coordinate with the Allocations Coordinator and all other HVCA Program Coordinators to arrange required indoor space.
10. Coordinate fall and winter program registrations.
11. Prepare program information for the HVCA Newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
12. Provide the Treasurer with expense reports in the required form and in a timely manner.
13. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety	Consensus Building	Team Building

Indoor Coordinator – Daytime

Role: Responsible for the planning, management and coordination of all daytime programs.

Note: There is overlap with the Indoor – Adult Coordinator, and Indoor – Child and Youth Coordinator.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate for daytime programs.
2. Provide immediate updates to the Communications Coordinator and Online Registration Coordinator on changes to advertised programs.
3. Provide monthly updates to the Board on program enrolment, cancellations, problems, etc.
4. Coordinate and organize programs for daytime programming (City of Saskatoon is a resource).
5. Hire instructors (The City of Saskatoon can assist with this).
6. Facilitate program space as required.
7. Complete all necessary security checks for instructors and volunteers following HVCA Policies and Procedures, and City of Saskatoon Guidelines.
8. Responsible for purchase and maintenance of equipment and supplies used in daytime programs.
9. Coordinate with the Allocations Coordinator and all other HVCA Program Coordinators to arrange required indoor space.
10. Coordinate fall and winter program registrations.
11. Prepare program information for the HVCA Newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
12. Provide the Treasurer with expense reports in the required form and in a timely manner.
14. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate

Recommended Skill Set:

Commitment	Communication	Programming
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Youth Soccer and Kinder Soccer Coordinator

Role: Organize and coordinate the youth soccer and kinder soccer programs for the HVCA in conjunction with soccer guidelines and regulations.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate for programs.
2. Provide immediate updates to the Communications Coordinator and Online Registration Coordinator on changes to advertised programs.
3. Provide monthly updates to the Board on program enrolment, cancellations, problems, etc.
4. Coordinate and organize soccer registration and develop team lists.
5. Ensure there are sufficient coaches and that the coaches are aware of their duties.
6. Oversee team coaches and monitor programs to verify soccer program is running smoothly.
7. Be knowledgeable in, and keep coaches informed about league regulations.
8. Complete all necessary security checks for instructors and volunteers following HVCA Policies and Procedures, and City of Saskatoon Guidelines. Register soccer teams with applicable City of Saskatoon Sports Associations.
9. Purchase and maintain equipment and supplies used to deliver the soccer programs.
10. Arrange for required fields and facilities to deliver the soccer program. Coordinate with the Allocations Coordinator and all other HVCA Program Coordinators to arrange required indoor space.
11. Distribute schedules and equipment to coaches.
12. Prepare program information for the HVCA Newsletter and submission to the City of Saskatoon Leisure Services for the Leisure Guide listing in the required time frame, length and detail.
13. Provide the Treasurer with expense reports in the required form and in a timely manner.
14. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate – Intense

Recommended Skill Set:

Commitment	Communication	Programming
Leadership	Scheduling	Delegating
Budgeting	Administrative	Public Relations
Safety/ Security Checks	Consensus Building	Team Building

Communications Coordinator

Role: Prepare and coordinate the distribution of HVCA Newsletters and other such communiques for the purpose of promoting the HVCA.

Responsibilities:

1. Prepare an annual budget projection for all communication expenses, as well as, provide a year end report of expenses at the AGM.
2. Establish a newsletter preparation and distribution schedule, along with a list of anticipated content for each newsletter issue.
3. Write and/or solicit articles from community members and other Board Members.
4. Ensure all standards for the newsletter are met:
 - a. three (3) newsletters per year (two hard copy, winter edition online only),
 - b. HVCA logo to appear on front page,
 - c. list Board Members and positions with contact information,
 - d. publish the purpose and objectives of the HVCA,
 - e. keep a copy of each newsletter on file.
5. Solicit advertising from within/near the neighbourhood.
6. Adhere to the HVCA Communication & Advertising Policy.
7. Coordinate the printing of the newsletter.
8. Determine distribution method that is both economical, efficient and thorough.
9. The HVCA must attempt to deliver newsletters to all neighbourhood households.
10. Work with the Webmaster to post the newsletter and other announcements on the applicable platforms (e.g. HVCA Website, Facebook).
11. Post announcements on community sign in a timely manner. Ensure sign is changed approximately every six weeks.
12. Purchase portable sign license at the end of April.
13. Purchase sandbags and other supplies to secure sign and the posted information.
14. Provide the Treasurer with expense reports in the required form and in a timely manner.
15. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Attention to Detail
Creativity	Planning	Public Relations
Budgeting	Coordination	Community Knowledge
Computer Literacy	Writing	Editing
Advertising	Decision Making	

Online Registration & Membership Coordinator

Role: Coordinate online registration. Ensure all program attendees have a valid Community Association Membership. Maintain an accurate membership list.

Responsibilities:

1. Type and maintain an accurate and up-to-date membership list, which will be kept in a secure location following the HVCA Personal Information Protection and Electronic Documents Act (**PIPEDA**) Policy.
2. Provide membership lists for program registrations.
3. Coordinate, organize and oversee the online registration process.
4. Work with the Communications Coordinator and the Webmaster to advertise and promote membership opportunities through available media as appropriate.
5. Attend all in person registration events to ensure all participants have a valid Community Association membership.
6. Prepare reconciliation for each membership registration or event and turn it in to the Treasurer.
7. Maintain a confidential list of volunteers (Volunteer Registry). The Volunteer Registry will be updated on a regular basis. Provide a computerized list of volunteers to Board Members as requested.
8. Encourage and oversee that Board Members provide an up-to-date list of their volunteers and any changes.
9. Provide the Treasurer with expense reports in the required form and in a timely manner.
10. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Intense

Recommended Skill Set:

Commitment	Communication	Programming
Computer Literacy	Organization	Diplomacy

Rink Coordinator

Role: Oversee the operation and maintenance of the Hampton Village Community Rink on behalf of the HVCA.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate for programs.
2. Apply for all grants pertaining to the rinks with the assistance of the Community Consultant.
3. Maintain all records pertaining to the operation and maintenance of the rink.
4. Provide technical direction in regards to maintenance of the rink.
 - a. Organize rink flooding as required.
 - b. Organize snow removal teams as required.
 - c. Develop a list of rink volunteers.
 - d. Orient rink volunteers.
 - e. Celebrate the work of rink volunteers.
 - f. Ensure there are sufficient supplies such as shovels, brooms, fuel for snow blower, etc.
 - g. Ensure smooth operation of snow blower.
 - h. Create or request assistance creating a supervised skating schedule.
 - i. Coordinate the advertisement of Supervised Family Skating times with the Communications Coordinator.
5. Report all rink matters to the Board.
6. Provide recommendations to the Board regarding future rink improvements and required maintenance.
7. Schedule rink maintenance and Supervised Family Skate times.
8. Maintain rink in the summer by ensuring grass is cut and weeds are removed. Community Consultant can provide resources for refuse hauling.
9. Organize spring cleanup day at the rink.
 - a. Paint shed door as required.
 - b. Check puck board.
10. Develop HVCA rink policy and procedures manual.
11. Provide the Treasurer with expense reports in the required form and in a timely manner.
12. Prepare year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate – Intense in the winter season

Recommended Skill Set:

Commitment	Communication	Grant Applications
Budgeting	Outdoor rink knowledge	Diplomacy
Organization	Scheduling	Public Relations
First Aid		

Allocations Coordinator

Role: Facilitate bookings of fields and facilities for all HVCA programs and events.

Responsibilities:

1. On an annual basis provide to the Board an annual budget and estimate of rental space required for program delivery, if any.
2. Maintain all booking records.
3. Discuss the space requirements for all programs to be delivered each season with all HVCA Program Coordinators.
4. Book required space using online booking tool.
5. Notify the HVCA Program Coordinators of any booking challenges or blackout dates.
6. Distribute online booking sheets to HVCA Program Coordinators on a regular basis.
7. Provide immediate updates regarding booking cancellations.
8. Prepare a year-end report for presentation to the Board and membership at the AGM.

Time Commitment: Moderate

Recommended Skill Set:

Commitment	Communication	Flexibility
Diplomacy	Computer skills	



Member at Large

Role: This position is a voting member of the Board with no specific responsibilities unless assigned on an ad-hoc basis. This is a great Board entry position to learn about the operations of the Board and HVCA.

Responsibilities:

1. Assist with special projects as required and as time permits.
2. Be willing to get involved and learn new things.
3. Have a positive attitude.

Time Commitment: Light

Recommended Skill Set:

Commitment	Communication	Flexibility
Passion for the Community	Local Community knowledge	Positive Attitude




Hampton Village
COMMUNITY ASSOCIATION

Appendix 2

Appendix 2 – Policies and Procedures

1. Cost as a Barrier
2. Personal Information Protection and Electronic Documents Act (PIPEDA)
3. Communication & Advertising Policy

 Hampton Village COMMUNITY ASSOCIATION	POLICIES & PROCEDURES TITLE: COST AS A BARRIER POLICY
Hampton Village Community Association	DATE EFFECTIVE: January 2011

Purpose:

The Hampton Village Community Association (herein called the “HVCA”) in conjunction with the City of Saskatoon offers Cost as a Barrier financial assistance to ensure everyone who wants to participate in a program can, despite financial hardships.

Policy:

Cost as Barrier is available as a full or partial subsidy. There is a limit of one (1) program per session per adult or child. Cost as a Barrier does not include memberships which must be purchased. All inquiries are kept confidential.

Procedures:

Information on the Cost as a barrier policy will be distributed immediately prior to the fall and winter registrations via the HVCA Newsletter and/or social media or other media formats as deemed necessary.

The request for financial support will be reviewed by the appointed individuals designated by the HVCA Board and recommendations and/or decision is made at that time. Through this initiative, the HVCA will fund one program per family or child, per season.


Financial support will be considered for families whose annual income is at or below the Low Income Cut Off (LICO) level as set by the Federal Government.

Families will still be required to purchase a Community Association Membership.

This policy will be reviewed annually.

Suggested Advertisement:

Hampton Village Community Association
Cost as a Barrier (CAAB) Policy
The HVCA in conjunction with the City of Saskatoon offers Cost as a Barrier financial assistance to ensure everyone who wants to participate in a program can, despite financial hardships. Please note there is a limit of one (1) program per session per adult or child. CAAB does not include Association memberships which must be purchased. Cost as a Barrier is available as a full or partial subsidy. To apply, please contact us at: _____. All inquiries are kept confidential

 Hampton Village COMMUNITY ASSOCIATION	POLICIES & PROCEDURES TITLE: PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA) POLICY
Hampton Village Community Association	DATE REVISED: October 10, 2018 DATE EFFECTIVE: October 17, 2011

The Hampton Village Community Association (herein called the “HVCA”) respects 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 (Personal Information Protection & Electronic Documents Act) (Privacy Legislation).

Sharing of Information:


The HVCA will share only pertinent information with coaches, volunteers, and parents to meet the requirements of program registration.

Personal information is shared with the Online Registration & Membership Coordinator, Treasurer, and the program leaders as dictated by their program participants.

Association HVCA Principles:

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

By enrolling your child or yourself in HVCA programs; you are hereby giving consent to the collection, use and disclosure of personal information as needed.

 Hampton Village COMMUNITY ASSOCIATION	POLICIES & PROCEDURES TITLE: COMMUNICATION & ADVERTISING
Hampton Village Community Association	DATE REVISED: October 13, 2021 DATE EFFECTIVE: January 2012

The Hampton Village Community Association (herein called the “HVCA”) communicates with residents through the HVCA Newsletter, website, and social media. Paid and unpaid advertising may be included within their communication materials.

Purpose:

The purpose of this policy is to provide guidelines for the Communications Coordinator and HVCA Board regarding advertising HVCA information via a communication medium such as, but not limited to, newsletters, website and social media.

The purpose of the HVCA Newsletter is to:

1. Provide regular updates to the community regarding key happenings in Hampton Village and surrounding areas.
2. Promote the events, programs and activities organized by the HVCA or those in partnership with the HVCA.
3. Recognize members of the community and other community supporters.
4. Meet City of Saskatoon eligibility requirements for operational grants.

The purpose of the HVCA presence on the website and social media is to:

1. Keep the community informed of key happenings in Hampton Village and surrounding area.
2. Promote the events, programs and activities organized by the HVCA or those in partnership with the HVCA.
3. Provide opportunities for the HVCA and members of the community to engage in conversation.
4. Recognize members of the community and other community supporters.
5. The HVCA will have online presence through, but not limited to, the following platforms:
 - a. Website – saskhvca.com/
 - b. Facebook – facebook.com/hamptonvillage

Policy:

Advertising Costs

1. Advertising costs for the HVCA Newsletter are outlined as follows:

	Present Ad Cost
Business Cards	\$25
¼ Page	\$50
½ Page	\$100
Full Page	\$200

2. When it is determined that a change in advertising costs is required, a notification outlining the change and date the new rates will be implemented, will be sent out to all present advertisers, and will be posted to the HVCA Newsletter and website.
3. The HVCA Newsletter will include advertisements to a maximum size of up to 75% of content pages.
4. Advertisements on the website and social media will promote the events, programs and activities organized by the HVCA, or those in partnership with the HVCA.
5. The HVCA may feature advertisements on the website or social media in a specially and clearly designated space which does not obscure content. Advertising costs will be market-based or negotiated between the advertising party and the HVCA. Advertisements are subject to HVCA Board approval.
6. Neighbourhood Schools, the City of Saskatoon and not-for-profit organizations may, at the discretion of the Communications Coordinator, 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 except for those outlined below.

Political & Ethical Advertising:

1. The HVCA will not support the inclusion of political advertising for civil, provincial, or federal electoral campaigns.
2. Following an election, the HVCA may publish information in the HVCA Newsletter, website, or social media which identifies the recently elected political representative, and their contact information, link to the appropriate email, website, or social media, as requested.
3. The HVCA will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
4. The HVCA Board reserves the right to refuse any advertisements submitted to the HVCA Newsletter, website and social media.

Procedures:

All advertisements submitted must be approved by the Communications Coordinator.

If the Communications Coordinator is unsure of an advertisement submission, they will consult with the HVCA Board (or President, or their designate, if there are time constraints) to determine a final decision regarding inclusion within the HVCA Newsletter, website or social media.

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