



Glenwood Community Centre
Serving the Community since 1948



By-Laws

of

Glenwood Community Centre

Section 1

Executive Officers

1. The Executive Officers of the Community Centre are listed in the Constitution and their associated duties are listed in Section 2.
2. The duties of these Officers shall be consistent with their titles.
3. The Executive Officers listed herein shall be known as the Executive Committee of the Centre and this Committee shall manage the affairs of the Centre. (See section 2)
4. The Executive Committee may, by a majority vote, establish or delete any committee within the Centre's program.
5. The Executive Committee in combination with the elected committee chairpersons shall be hereinafter referred to as the "Board of Directors" and shall serve as such for a term of two (2) years. Effective April 2027, elections of officers will be staggered.
6. In the event that a position, other than the President, should become vacant the position may be filled by appointment of the Executive Committee until the next Annual General Meeting (AGM) at which time, a replacement will be voted on.
7. Should the office of the President become vacant, the position will be filled temporarily by the Vice-President. It shall be necessary to fill the position by election at a General or Special Meeting.

Section 2

Executive Committee Duties

1. **President:** The President shall preside at all General, Special, Annual and Executive Committee meetings. They shall appoint all Committees not otherwise provided for in the Constitution and shall see that other officers and committees perform their assigned duties. They shall also be ex-officio, a member of all committees conducting affairs of the Centre. They shall present a written report of the year's activities of the Centre at the AGM. They shall attend or assign a board member to attend all Presidential Riel Community Centre Board meetings.
2. **1st Vice-President:** The 1st Vice-President shall assist the President in the performance of their duties and in the order named shall exercise all the powers of the President in the latter's absence. The 1st Vice-President must also attend any City of Winnipeg or General Council Meeting(s) that the President is unable to attend or appoints them to attend. The Vice-President shall also assist the General Manager in matters pertaining to public relations and human resources or building and grounds issues.
3. **Treasurer/ 2nd Vice-President:** The Treasurer/ 2nd Vice-President will be responsible to oversee the financial aspects of the Centre and supervise the General Manager when applicable to ensure that monies, deposits, receipts, statements, etc. are current and that the General Manager is doing disbursement as directed by the executive committee. They shall present a Review and Engagement Report showing all receipts and expenditures for

the current year at the AGM. They shall also present, together with the General Manager, at each General Meeting a monthly statement showing the existing financial conditions of the Centre. Together with the General Manager they shall keep the usual books of account showing all the receipts and disbursements together with such other records of the financial business of the Centre as the Executive Committee may request. They shall be required to produce, with the assistance of the General Manager, all financial records of the Centre for inspection of the Executive Committee or its appointees at any time upon request. The Treasurer/ 2nd Vice-President shall assume the President's duties should either the President or 1st Vice-President be unable to perform their responsibilities.

4. **Secretary:** The Secretary shall prepare agendas, record and distribute minutes to other members and General Manager within 14 days of the said occurrence and shall keep permanent records of the above stated.
5. **Past President:** The Past President shall act as a resource person assisting the President and Board of Directors when and if required. They can assist the Executive in rendering decisions, assist the President in forming a nominating committee, chair elections at the AGM, and may exercise a vote as a member of the Executive. This is an appointed position, as filled by the President vacating prior position.

Section 3

Directors

The Board of Directors shall have power to do all things necessary for the successful operation of the club and without restricting the generality of the foregoing, be empowered to:

1. Administer the funds of the Centre in such manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objects of the organization.
2. Decide to commence any new form of activity or sport considered desirable and likewise to discontinue any form of activity or sport being conducted under the auspices of the Centre.
3. Expel from the Centre any person guilty of improper conduct and/or if holding office, for failure to properly carry out duties as such Officer and for any infraction of the rules and regulations of the organization.
4. Any person sitting on the Board of Directors shall not have a paid position, ie. Ice Maker or Caretaker, or General Manager.
5. All Directors are responsible to report monthly to the Board of Directors in the event of their regular meetings.

Section 4

Board of Directors Duties

1. **Members at Large (4) Positions:** This position is responsible for supporting the Centre in its events by participating in committees and performing duties as agreed to by the Centre's Board. They should also be involved in the community and bring forward both their own and community members' ideas to further the role of the Centre in the community. Each Member at Large position will be requested by the Board to select a focus area after being elected. Positions 1 & 2 will be elected odd years. Positions 3 & 4 will be elected even years.

2. **Program or Sport Conveners:** Conveners will be appointed by the Board of Directors and report to the General Manager but are not voting members of the Board and are not required to attend monthly meetings.