



WILDWOOD COMMUNITY ASSOCIATION

**ARTICLES OF INCORPORATION, BYLAWS
& POLICIES/PROCEDURES**

Last Revised: May 26, 2020

**Membership Approved:
September 4, 2019 WCA Annual General Meeting**

Corporation Number: 204616

REVISION HISTORY

Revision Number	Description	Date
1	Original	October 7, 1991
2	Updated	September 1997
3	Reviewed	February 10, 2003
4	Reviewed	September 6, 2007
5	Review and revise Bylaws, Articles and Policies/Procedures	July 26, 2017
6	Final 2017 Review	September 6, 2017
7	Add WCA Program Refund Policy	July 21, 2018
8	Minor Updates, Add Facility Coordinator Position	January 15, 2019
9	Update Newsletter Advertising Policy	June 26, 2019
10	Update Advertising & Privacy Policies, Update Directors List	May 26, 2020

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ARTICLES OF INCORPORATION

Article One – Name of the Corporation:

- 1.1 The name of this association shall be the **Wildwood Community Association (WCA)**

Article Two – Municipality of Registered Office:

- 2.1 Saskatoon, SK

Article Three – Class of Membership:

- 3.1 **Resident Membership** shall be open to any individual, family, or household whose principal residence, resides within the boundaries of the Association, or whose children attend Bishop Pocock and/or Wildwood School, upon payment of (any) required fees and have the right to a vote.
- 3.2 **Non-Resident Membership** shall be open to any individual or family whose principal residence, resides outside the boundaries of the Association and upon approval of the Board of Directors and payment of (any) required fees and have the right to a vote.

Article Four – Right to Transfer Membership Interests:

- 4.1 None

Article Five – Number of Directors:

- 5.1 Minimum of Five (5), Maximum of Twenty (20)

Article Six – Type of Corporation:

- 6.1 The corporation is a Saskatchewan *Charitable* Corporation.

Article Seven – Restrictions:

- 7.1 None

Article Eight – Dissolution of the Corporation:

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

BYLAWS OF THE ASSOCIATION

Preamble:

- a. **Interpretation** - In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Board shall be final and conclusive.
- b. **Any work or expression used but not defined** has, unless the context otherwise requires, the same meaning as provided in the Not-For-Profit Corporations Act.
- c. Herein after the Wildwood Community Association shall be called "the Association" or "WCA".

Bylaw One – Boundaries:

- 1.1 Wildwood Community Association shall include all of the area that lies within the following Boundaries of Saskatoon: bounded on the **NORTH** by 8th Street East; bounded on the **WEST** by Circle Drive; bounded on the **EAST** by Boychuk Drive; and on the **SOUTH** by Taylor Street.



- 1.2 The **permanent address** of the Association shall be:
City of Saskatoon – Attn: WCA Community Consultant
3130 Laurier Drive
Saskatoon, SK
S7L 5J7
- 1.3 The **mailing address** of the Association shall be:
Wildwood Community Association
PO Box 22040 RPO Wildwood
Saskatoon, SK
S7H 5P1

Bylaw Two – Objectives:

- 2.1 To promote and assist in the development of the educational, recreational, and social well being of the residents within the designated boundaries.
- 2.2 To encourage a sense of community and work to improve the quality of life of the people of the neighbourhood.
- 2.3 To promote, develop, and organize recreational, educational, and social programs, facilities, and sites by:
 - a) Working in cooperation with the City of Saskatoon, Community Services Department;
 - b) Working in conjunction with the Public & Catholic School Boards, and other organizations and agencies;
 - c) Raising funds for carrying out and furthering Association objectives

Bylaw Three – Membership:

- 3.1 There shall be two *Classes of Memberships* available:
 - a) Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to two adults and immediate children less than 18 years of age that resides within the boundaries of the Association. Membership is subject to approval of the Board of Directors and payment of any prescribed fees.
 - b) Non-Resident Membership shall be open to any individual who is at least 18 years of age; a family household consisting of up to two adults and immediate children less than 18 years of age that resides outside the boundaries of the Association. Membership is subject to approval of the Board of Directors and payment of any prescribed fees.
- 3.2 **Resident Members** in good standing shall be given priority to participate in association activities over non-resident members and other neighbourhood participants. Non- Resident members shall be given priority over other neighbourhood participants.
- 3.3 **Membership fees** shall be paid annually at a date stipulated by the board. The Board may set these fees annually.
- 3.4 Memberships shall be valid from September 1 to August 31 of each year.
- 3.5 A **member in good standing** is entitled to the rights and privileges of the Association, including holding office.
- 3.6 Confirmation of membership status may be obtained by contacting a member of the **Board of Directors**.

Bylaw Four – Board of Directors:

- 4.1 The Business of the Association shall be managed by the Board of Directors elected duly from the membership of the Association and shall consist of not less than 5 or more than 16 directors
- 4.2 Under *extraordinary circumstances* where there are fewer than 5 Director Members on the Board of Directors, a three member Director body may be formed in order to conduct business. This Director body would consist of the:
 - a. President
 - b. Treasurer
 - c. Secretary
- 4.3 Any position may be a co-position / shared position, equaling one vote.
- 4.4 In addition to the directors, the Community Services Department Community Consultant shall be an ex officio member of the board. This position will have all the rights and privileges of a Board Director with the exception that they shall not have voting powers on motions made.

Bylaw Five – Powers of the Board:

- 5.1 The Board of Directors shall have power to do all things necessary for the successful operation of the organization and be empowered to:
 - a) Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well being and advancement of the objectives of the Association.
 - b) Decide to commence or discontinue any form of activity or sport being conducted under the auspices of the Association.
 - c) Suspend from the association any member who is found to be acting in contravention of the objectives of the association, articles of incorporation or bylaws, or for discreditable conduct.
 - d) Accept any resignation and appoint any member of the Association to fill any vacancy occurring for the balance of the term of office until the next Annual General Meeting, at which time an election can be made to fill the position for the remaining term of office.
 - e) Ensure the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis.
 - f) The objectives of the Association shall be carried out without pecuniary gain to individual members; and any profits or accretions of the Association shall be used in promoting its objectives.
 - g) Appoint committees, either standing or temporary (ad-hoc) and prescribe their duties, powers, and duration thereof.
 - h) Make such rules and regulations regarding the use of the Association facilities, equipment, and supplies, as they deem necessary
 - i) Provide bylaws as a supplement to the Articles of Incorporation where deemed necessary
 - j) The duties and responsibilities of all Board of Directors (Policy #4) should be reviewed on an annual basis, prior to the fall annual meeting, and be revised as required.
 - k) Suspend from the Board of Director any member who is absent for three (3) consecutive meetings without having given satisfactory explanation to the President prior to the monthly meeting.
 - l) Approve all proposed fundraising projects of the Association.
- 5.2 Every Board member of the Association shall act honestly and in good faith with the view to the best interest of the Association, and to promote its objectives.

- 5.3 The Directors may appoint members in good standing where necessary to be responsible for specified committees or duties.

Bylaw Six – Election of Board of Directors:

- 6.1 The Association shall be governed by an elected Board of Directors. Elections shall occur at the Annual General Meeting (AGM) of the Association. Board terms shall not end until the end of the AGM, and at the end of their term.
- 6.2 Not more than 50% of the Board of Directors should be retired annually.
- 6.3 The newly elected Directors shall be elected for a two (2) year term (these being in alternate years) with the exceptions of President and Vice President, who shall serve a one (1) year term.
- 6.4 The Board of Directors shall be elected on a rotational basis of *Even* and *Odd* numbered years (excludes the positions designated as one-year terms).

Currently:

1.	President	Even	(one-year term)
2.	Vice-President	Odd	(one-year term)
3.	Past President	----	(automatic)
4.	Secretary	Even	(two-year term)
5.	Treasurer (Director of Finance)	Odd	(two-year term)
6.	Director of Membership	Even	(two-year term)
7.	Director of Communications	Odd	(two-year term)
8.	Director of Website	Even	(two-year term)
9.	Director of Events	Odd	(two-year term)
10.	Director of Adult Programs	Even	(two-year term)
11.	Director of Children's Programs	Odd	(two-year term)
12.	Director of Seniors' Programs	Odd	(two-year term)
13.	Director of Soccer	Even	(two-year term)
14.	Director of Basketball	Odd	(two-year term)
15.	Director of Rink Operations	Even	(two-year term)
16.	Director of Facilities (rentals)	Odd	(two-year term)
17.	Director of Newsletter	Even	(two-year term)
18.	Members at Large (up to 3)	----	(two-year term)

MAXIMUM OF 20 TO MATCH ARTICLE 5

- 6.5 Any member of the Association considered in **good standing** is entitled to the rights and privileges of the Association, including holding office or to be a candidate for office.

- 6.6 Elections shall be by a show of hand unless agreed on by a 2/3 majority of voting members present that secret ballot is required.
- 6.7 Every member in good standing (18 years of age or over) is entitled to one vote. There shall be no proxy votes.
- 6.8 Nominations of candidates shall be in accordance with generally accepted rules of order:
- 6.9 If necessary, a *Nominating Committee* of three shall be appointed by the Directors 30 days prior to the Annual General Meeting.
- 6.10 If needed per 6.9, the *Role of the Nominating Committee* - shall be to try and identify at least one nominee for each position vacant on the Board. Nominations will also be accepted from the floor at the Annual General Meeting.
- 6.11 The maximum amount of non-resident members on the Board of Directors at any one time shall not exceed two.

Bylaw Seven – Meetings:

- 7.1 There shall be at least one (1) Annual General Meeting (AGM) of the Association in each calendar year to be held before the end of October (i.e. within 150 days of Financial Statement Review being completed).
- 7.2 Election of Board of Directors shall take place at the Annual General Meeting.
- 7.3 The AGM is open to all members of the Association in good standing and all residents within the Association's designated boundaries.
- 7.4 The order of business for the **Annual General Meeting** shall be as follows:
 - a) Call to Order
 - b) Review Minutes of the previous Annual General Meeting
 - c) Business arising from Minutes
 - d) President's Report
 - e) Directors' Reports
 - f) Election of Officers
 - g) New Business
 - h) Adjournment
- 7.5 Quorum to conduct meetings:
 - a) **General Business Meetings** is minimum of five (5) sitting directors
 - b) **Special Meetings** is minimum of ten (10) voting members
 - c) **Annual General Meeting** is minimum of ten (10) voting members

- 7.6 **Special Meetings** of the Association shall be held in the following circumstances:
- a) When deemed advisable by the Board of Directors
 - b) When requested in writing by not less than eight (8) of the sitting Board of Directors, or twenty (20) voting members.
- 7.7 Annual General Meeting or Special meeting notice shall be published not less than fifteen (15) and not more than thirty (30) days after receiving the request. The notice may take the form as a notice in the Community Association newsletter and or other public media as deemed necessary.
- 7.8 All notices of special meetings shall state specifically the business proposed to be discussed at such meeting and no other business shall be transacted.
- 7.9 In addition to the AGM the Board of Directors shall hold a minimum of six (6) meetings per annum.
- 7.10 Board of Directors meetings (**General Business Meetings**) shall be open to general attendance, however only the Board members may present motions and vote.
- a) All business transacted at meetings, necessary to the day to day operation of the Association, is deemed to be general business.
 - b) All Board members shall be notified of every meeting in hard or electronic or other means with at least five (5) days' notice.
 - c) The Board at any meeting may decide to hold further regular meetings by adopting a resolution stating the day; hour and place of the regular meeting and no further notice of those meetings shall be required.
 - d) The Board may waive notice of a meeting by his or her attendance at a meeting or, if not in attendance by stating so by hard or electronic or other means.
 - e) The president or his/her designate shall preside at meetings of the Association, and at the meetings of the Board.
- 7.11 No special business may be transacted at a meeting of members unless the notice of the meeting states the nature of business in sufficient detail to permit members to consider and render an opinion thereon.

Bylaw Eight – Voting:

- 8.1 Amendments to the Articles of Incorporation and Bylaws must be passed by at least 2/3 majority of the members present.
- 8.2 The Association, may, by special resolution at a general or special meeting of the members called, remove any Board member from office in accordance with section 96 points 1, 2, and 3 of the Saskatchewan Non Profits Corporations Act.
- 8.3 Quorum at Board (Business) meetings of the Association is deemed to be not less than 50% plus one of sitting Directors.

- 8.4 Each Association member is entitled to only one vote on each question, even if they may be entitled to more than one vote due to board positions held.
- a) Voting at a meeting shall be by show of hands except where a secret ballot is requested by one (1) member.
 - b) Voting for the Election of Board members shall be by show of hands unless secret ballot is requested by at least a 2/3 majority of voting members present.
 - c) No proxy votes will be allowed.

Bylaw Nine – Financial Affairs:

- 9.1 All fees, revenue and grants payable to the Association shall be kept in an account kept in the name of the Association at such a bank as the Board may determined and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 9.2 All cheques, drafts, and other negotiable, or non-negotiable instruments shall be sufficiently signed with two signatures:
- a) **Signing Authority** will be approved for up to four (4) directors. The Association will approve choice of directors.
 - b) The Treasurer shall cause to be kept, proper records and accounts of all transactions.
 - c) The financial statements shall be prepared within one month after fiscal year end in each year and the directors shall meet to approve the financial statements and shall evidence their approval by the signature of the **Treasurer (Director of Finance), President or two designates of the Board.**
 - d) A copy (hard or electronic) of the financial statement shall be available to each member in good standing upon request.
 - e) A yearly written report of the reviewed financial activities of the Association shall be presented each year to the Non Profit Corporations Branch of Saskatchewan Justice.
 - f) A written financial summary and most current bank statement should be presented at each meeting of the Board of Directors.
- 9.3 All property of the Association shall be the responsibility of the Board and the Director shall see that a correct inventory of property is kept.
- 9.4 The fiscal year of the Association shall be June 1 to May 31.
- 9.5 The Board shall, before the end of each fiscal year, appoint an auditor or accountant who is not a member of the Board. It shall be the duty of the auditor or accountant to examine all books and records of the Association and prepare a financial review engagement for the Association to be approved by the Board and submitted to the membership at the AGM.

Bylaw Ten – Pledging of Credit:

- 10.1 No Director Member of the Association shall have the power to pledge the credit of the Association; or to enter into a contract or an agreement on behalf of the Association wherein the Association is or will be obligated for a monetary sum that has not been previously approved by the membership.

Bylaw Eleven – Cooperation with other Associations/Agencies:

- 11.1 The Association shall cooperate with other Associations in the City of Saskatoon having similar duties and powers and may do such things as are not inconsistent or in conflict with provisions of the Articles of Incorporation or Bylaws that it considers necessary in cooperating with those associations.
- 11.2 The Association shall honor other association memberships.
- 11.3 The Association should, where deemed necessary, subsidize the activity fees of community association members.

Bylaw Twelve – Amendments:

- 12.1 The Board of Directors may, by resolution, make, amend, or repeal any *bylaws* that regulate the activities of the Association.
- a) All resolutions enacted will be brought forward to the membership at the next AGM for ratification.
 - b) Resolutions failing ratification will be null and void and the preexisting resolution will be reinstated and adhered to.
 - c) Except in the case of the first bylaws, every bylaw, amendment or repeal thereof shall state an effective date.
 - d) Bylaws, policies, amendments or repeals are effective from the day of the enacted resolution of the Board.
- 12.2 Proposed amendments to the *Articles of Incorporation* must be in writing and presented to the Board of Directors not less than thirty (30) days prior to the Annual General Meeting.
- a) Full details of the amendment to Articles must be made available through the notice of the meeting
 - b) Article amendments shall require at least 2/3 majority of the votes cast at the AGM in order to be ratified.
 - c) No amendment to the Articles of Incorporation are effective until the Association has filed the Article of Amendment with the Corporate Registry.

Bylaw Thirteen – Disputes and Liabilities:

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


Bylaw Fourteen – Dissolution of the Association:

- 14.1 In the event of a liquidation or dissolution of the Associations remaining property, after payment of all debts and liabilities, shall be distributed in accordance with Section 96 of the Non Profit Corporations Act.

All property of the Association shall be the responsibility of the Director. The Director shall see that a correct inventory of property is kept.

POLICIES & PROCEDURES

1) Cost as a Barrier

<h1>#1</h1>	WCA POLICIES & PROCEDURES TITLE: Cost as a Barrier Policy
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: May 26, 2020

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

Purpose

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


Policy

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

Procedure

1. Information on the Cost as a Barrier Policy will be included in distributed newsletters as well as on the Association online registration system.
2. The Association accepts funding through the KidSport organization, and encourages eligible families with youth wishing to register in sports programs to apply through KidSport first. Any fees not covered by KidSport will need to be paid by other means, which may include funding through the Cost as a Barrier program.
3. Please contact the Treasurer by email at treasurer@ourwildwood.ca to request support through the Cost as a Barrier Program.
4. The request for financial support will be reviewed by the Board of Directors or a Board-appointed subcommittee or individual. Recommendations will be made to the Board at the next available meeting and a decision made at that time.
5. Financial support will be considered for families whose annual income is within the Low Income Cut off (LICO) as directed by the City of Saskatoon guidelines.
6. Families seeking financial assistance are highly encouraged to pay the annual Association Household Membership Fee as well as the portion of program fees that they can afford.
7. Requests for assistance beyond one program per family member per session will be given a lower priority in the Board's funding allocation decisions.

2) PIPEDA Privacy Legislation

<h1>#2</h1>	WCA POLICIES & PROCEDURES TITLE: Personal Information Protection & Electronic Documents Act (PIPEDA Privacy Legislation).
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: May 26, 2020

We respect the need for privacy and have created and implemented the following policies to ensure member personal information is treated with care and that issues are addressed.

The Association has based its policy on the Canadian PIPEDA (Personal Information Protection & Electronic Documents Act), which is a recommended best practice for charitable Community Associations in Canada.

Principles

1. **Accountability** – This policy governs the actions of Directors and volunteers around member information and can be used as a resource in resolving requests and compliance challenges.
2. **Purposes** – We provide the purposes for which your personal information is to be used or disclosed.
3. **Consent** – We require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information. Should the purpose change, new consent must be obtained.
4. **Limits on Collection** – We only require collection of information essential to our services, and we collect it by fair and transparent means. Supply of non-vital information is optional.
5. **Limits on Use, Disclosure, Retention** – Information is used, disclosed, or retained only according to the identified purposes and policies, or as required by law.
6. **Accuracy** – We aim for retention of accurate, complete, and up-to-date personal information as necessary for the proper functioning of the association and to inform effective decision-making.
7. **Safeguards** – We will protect your personal information from loss, theft, or any unauthorized access, disclosure, copying, use, or modification through appropriate security measures.
8. **Openness** – Our organizational policies are communicated to members, are made readily available, and are written in a clear, easy to understand language.
9. **Individual Access** – Upon request, we will give you access to your personal information collected by the Community Association.
10. **Challenging Compliance** – Complaints or challenges to the Association’s compliance with this policy will be investigated and responded to. Corrective actions will be taken as appropriate.

Collection & Use Policy

Personal information is collected and retained by the Membership Director of the Community Association and may be accessed by Directors only as needed to carry out their identified **duties**.

Disclosure Policy

The Community Association will share only pertinent information with program leaders, coaches, and volunteers in order to support effective program registration, administration, and safety. This shared information is limited to participant name, age, and notes to instructor, as well as household contact phone and email.

During the registration process, individuals who claim membership in another Community Association within the City of Saskatoon consent to the disclosure of their name, contact email, phone number, and address to the named Association as needed for the WCA to verify that they indeed hold a membership in good standing. In all other aspects their information is governed according to this policy exactly as if they held a WCA membership.

Retention Policy

Information collected by the Association shall be retained only as long as necessary to fulfill the Association's essential functions, and shall be destroyed within a period of 8 years after it is collected or consent was last given.

Information provided to individual program leaders, coaches, and volunteers outside of official Association communications channels shall be retained by the individual only as long as necessary to fulfill program administration and shall be destroyed within a period of 6 months after the event or the participant's registration in the program ends.

Consent Policy

You consent to the collection, use, disclosure, and retention outlined in this policy of the personal information you provide when you:


1. Purchase a household membership
2. Register you or a family member in an Association program or event
3. Submit a written or online form to the Association
4. Send a written or online letter or message to the Association

Compliance Policy

Complaints or challenges to the Association's compliance with this policy may be communicated in writing to the **Communications Coordinator** or to the **President**.

Occurrences will be investigated by the Board of Directors or a subcommittee appointed thereby, and care will be taken to ensure the matter is kept confidential and any named Directors or volunteers are secluded. Upon completion of the investigation, a response will be issued and corrective actions taken as appropriate.

3) Newsletter Advertising

<h1>#3</h1>	WCA POLICIES & PROCEDURES TITLE: Newsletter Advertising
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: May 26, 2020

The WCA includes both paid and unpaid advertising within their circulated newsletter, social media channels, and website.

Purpose

To provide guidelines for the Newsletter Coordinator and Board of Directors regarding advertising.

Policy – Advertising Formats & Costs

- Advertising costs for the Association are outlined as follows:

Size / Format	Ad Cost (1 newsletter)	Ad Cost (3 newsletters)
Business Card Size + Online (approx. 3 5/8” x 2”)	\$35	\$95
1/4 Page Size + Online (approx. 3 5/8” x 5”)	\$45	\$120
Online Only (business card proportions)	N/A	\$30


- If an advertisement submitted for publication does not match the proportions shown above, its size may be reduced to ensure it does not exceed its allotted rectangular footprint.
- Printed advertisements appear in the seasonal WCA newsletters, typically 3 per year during the months of August, December, and February. The Newsletter Coordinator and volunteers strive to distribute copies of the newsletter to as many households as reasonably possible within the geographical Wildwood neighbourhood boundaries.
- Online advertisements include a graphical side bar ad on the Association website, as well as corporate sponsorship mention on the Association’s official Facebook page. Website and social media mentions may also include a link to a URL of the advertiser’s choosing.
- All online advertisements are added, removed, and updated at the time of newsletter publication.

6. When it is determined that an increase in advertising costs is required, a letter will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the increase.
7. Neighbourhood Schools and not for profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with numerous resources through the use of their facilities.
8. Advertising opportunities will be open to all businesses and organizations; however, the Association reserves the right to refuse any material, in particular material which may be considered prejudicial or controversial.

Procedure

1. To place an ad or for more information, contact newsletter@ourwildwood.ca
2. All advertisements submitted must be approved by the Communications Coordinator.
3. If the Communications Coordinator is unsure of any advertising submissions, he/she may take the item to the Board of Directors (BOD) for review to determine a final decision regarding inclusion within the newsletter.
4. In the case of disputes between the Communications coordinator and potential advertisers, the Board will provide the final decision on any submission.

4) Board of Directors (Job Descriptions)

<h1>#4</h1>	WCA POLICIES & PROCEDURES TITLE: Duties – Board of Directors
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: September 2, 2020

**Wildwood Community Association
Duties – Board of Directors**

President

- Presides as chairperson at all meetings of the Director and community association;
- Is responsible for preparation of the agenda for meetings;
- Has signing authority for documents and cheques drawn on community association funds;
- Represents the association to the various levels of government and other agencies;
- Ensures that all Director members are adequately trained in their duties and functions;
- Is ex-officio member of all Director Sub-Committees and designates tasks to committees.

Vice President

- In the absence of the President, assumes all authority and responsibility generally designated to the President;
- Assists the President with the leadership and direction of the association;
- Is responsible for coordinating all standing committees.

Secretary

- Records, preserves, distributes and reads the minutes of all Director, general and special meetings of the association;
- Keeps a record of all committees and committee members and maintains attendance records of the Director;
- Is responsible for notification of all Director members of next meetings;
- Handles all correspondence as directed by the Director.

Treasurer

- Keeps regular books and records of the association’s finances;
- Has signing authority on documents and cheques drawn on association funds;
- Prepares and presents financial statements for regular association meetings;
- Presents the annual financial statement at the Annual General Meeting;
- Prepares a budget projection for Director approval at the beginning of each fiscal year.

Children Program Coordinator(s)

- Is responsible for the coordination and management of all indoor recreation activities in cooperation with the Community Services Department and the School Boards;
- Is responsible for appointing indoor coordinators (as required) and assigning their various duties.

Adult Program Coordinator(s)

- Is responsible for the coordination and management of all indoor and outdoor recreation activities for adults;
- Is responsible for appointing additional volunteers (as required) and assigning their various duties.

Senior's Program Coordinator(s)

- Is responsible for the coordination and management of all indoor and outdoor recreation activities for seniors;
- Is responsible for appointing additional volunteers (as required) and assigning their various duties.

Facilities Coordinator(s)

- Is responsible for booking and renting indoor spaces for Association programs and special events;
- Acts as liaison between the Association and the facility management on issues that arise during the booking and for the duration of the rental process.

Newsletter Coordinator

- Is responsible for the preparation of all association newsletters and other such communiqués;
- Is responsible for coordinating the distribution of association publications.

Sport Coordinators – Basketball, Football, Soccer, Softball & Volleyball (as required)

- Acts as liaison with the community association and respective sport organization;
- Is responsible for recruiting and appointing coaches;
- Represents his/her respective sport at all meetings of the association.

Website Coordinator

- Administers and maintains the Association website including ensuring stable and secure hosting;
- Manages the information and tools available on the website and oversees the regular postings of the board of Directors;
- Is responsible for appointing additional volunteers (as required) in order to publish and maintain website content.

Communications & Social Media Coordinator

- Administers and oversees social media accounts and services that the Association engages in;
- Monitors any generic communication channels (e.g. non-specific Association email addresses, social media contact inboxes, website contact form submissions) and redirects inquiries to other Directors and volunteers as needed;
- Provides for the moderation of comments and submissions to official online message boards, groups, or forums that the Association creates in a way that safeguards its good reputation;

- Is responsible for appointing additional volunteers (as required) in order to ensure items above are provided in a timely manner and coverage is maintained during the Director's absence.

Rink Coordinator(s)

- Is a member of the Board of Directors;
- Is responsible for coordinating the operation and maintenance of the community outdoor rink;
- Responds to rink rental inquiries and administers the rental process;
- Supervises all staff that is either hired or volunteer to work at the rink.

Social Coordinator

- Is responsible for organizing and coordinating all social activities and functions for the neighbourhood served by the community association.

Civics Coordinator

- Is responsible for representing the community association on matters of civic concern;
- Coordinates input from residents on issues that require public opinion and awareness.

Members at Large

- Are directors that are either available for appointment to duties, responsibilities and committees as deemed necessary by the Board of Directors.

Membership Coordinator

- Coordinates selling of memberships and maintains an accurate membership list;
- Provides membership lists for program registrations;
- Coordinates, organizes and oversees any annual efforts to encourage more membership purchases.


School Community Council Liaisons (1 for Wildwood School & 1 for Bishop Pocock)

- Responsible for representing the School Community Council (SCC) at all CA meetings.
- Responsible for reporting to and representing the CA at all SCC meetings.

Note: for ALL Coordinator positions:

1. All Coordinators will report on a monthly basis at the General Business Meetings.
2. All of the above positions may not be filled at one time. Vacant positions will be noted on website and newsletters until filled.

5) Financial Policies and Procedures

<h1>#5</h1>	WCA POLICIES & PROCEDURES TITLE: Financial Policies and Procedures
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: May 26, 2020

**Wildwood Community Association
Financial Polices and Procedures**

Financial Management:

1. **Pre-approved Spending (up to \$300):** All Directors are able to spend up to \$300 per purchase on necessary purchases prior to having approval by Board of Directors.

2. **Pre-approved Spending (over \$300):** In emergency situations (only), a Director will be allowed to spend over \$300 on a purchase/service, however, must have approval to do so by three (3) Directors. This expense must then be ratified by the Directors at the next monthly meeting.

3. **Outstanding player fees (transfers):** To ensure all outstanding fees are balanced each season, all outstanding transactions shall be resolved within 6 months by the sport coordinator requesting them. If they are not cleared up within this time, it is the responsibility of this sport coordinator to resolve and update treasurer with the information needed.

4. **Retiring Director Gifts:** Directors who have served at least 2 years on the board will receive a gift in the following amount:
 - a. Serving 2-4 years: \$20
 - b. After 5 years: \$5 for each additional year

5. **Annual Budget: Prior to Fall AGM,** Directors are to meet to:
 - a. Review annual Financial Statement that is to be (or has been) reviewed.
 - b. Review Coordinator Budgets – included in each coordinators budget should be costs to purchase or replenish supplies or other related costs (e.g. first aid kits replenishment, supplies, printing, etc.).
 - c. Determine overall projected budget for upcoming year.


6. Assets:

- a. All property of the Association shall be the responsibility of the Board of Directors. The Board of Directors shall see that a correct inventory of property is kept.

7. Director Incentives

- a. All Directors are entitled to free association membership once elected to a Board position. Cost of membership is to be covered by the Community Association.
- b. All Directors and those covered within their household membership under Membership are entitled to half price program fees after serving on the Board of Directors for one year. This incentive applies only to programs administered by the Association, as extending it to third-party sports programs for instance could incur a significant cost.

6) Program Refund Policy

<h1>#6</h1>	WCA POLICIES & PROCEDURES TITLE: Program Refund Policy
	DATE REVIEWED: May 26, 2020 DATE REVISED: May 26, 2020 DATE EFFECTIVE: May 26, 2020

Wildwood Community Association Program Refund Policy

Purpose:

To provide guidelines for the Treasurer and Board of Directors in the administration of program refunds.

Refund Policies:

- Membership fees are non-refundable.
- Full refunds are available for programs cancelled by the WCA prior to the start date.
- If registration fees were paid by cheque, no refunds will be issued until all cheques have cleared the bank.

Program Withdrawal Procedure:

- Please contact treasurer@ourwildwood.ca to request a program withdrawal and refund.
- The refunded value is subject to a \$5 processing fee and is based on the timing of the withdrawal request:
 - A 100% refund is issued if it is requested prior to the beginning of the program.
 - A 50% refund is issued if 50% or less of the program has been completed.
 - No refund is issued if greater than 50% of program has been completed.
 - A pro-rated refund may be issued with Board approval for special requests with extenuating circumstances.