

NEIGHBOURHOOD BASED COMMUNITY ASSOCIATION TOOL KIT



2019

A Guide to Building your Community Association

This guide was created by The City of Red Deer Social Planning Department to provide a step-by-step process for forming a community association in your neighbourhood and includes tools and tips to becoming a successful group.

Neighbourhood based Community Association Tool Kit

A GUIDE TO BUILDING YOUR COMMUNITY ASSOCIATION

WHAT IS A COMMUNITY ASSOCIATION?

A Community Association/ Neighbourhood Association is a group of residents who meet regularly to plan and promote community based activities that enhance the quality of life for those living within a specific boundary. The association may include homeowners, renters, business owners, school faculty or staff, churches and members of other non-profit organizations living or conducting business within a certain neighbourhood area. Community associations are volunteer based, grass-roots groups and may incorporate as a registered society under the province.

WHAT DO COMMUNITY ASSOCIATIONS DO?

Community Associations add to the overall quality of life for residents and create a sense of belonging within a diverse community by offering opportunities such as:

- Leisure/recreational activities
- Special events and gatherings
- Educational opportunities
- Environmental awareness and responsibility
- Advocacy/collective voice

Additionally, Community Associations can help:

- Identify challenges and concerns
- Support change and improvement efforts
- Recruit volunteers for community initiatives
- Acquire resources to make the neighborhood a better place to live.

Associations may become the voice for their neighbourhood as they work to understand the needs and desires of residents and share with The City the vision they embrace for their neighbourhood.

Before forming a community association it is important to define and understand the goals of the association. What does your group want to do?

- Help neighbours get to know each other by hosting social events
- Initiate physical neighbourhood improvements such as painting a mural, installing a playground or organizing a neighborhood clean-up
- Host information and learning sessions for residents
- Organize to form and share opinions with public officials

HOW TO FORM A COMMUNITY ASSOCIATION

1. START WITH A CORE GROUP

Start your community association by finding a core group of people who share a common interest in forming an association and making their neighbourhood an even better place to live. Ask some neighbours you already know and ask those neighbours to speak with other neighbours. Once you have 5 or more people interested, schedule a meeting with a City of Red Deer Community Facilitator to begin discussing the process.

Community Facilitator's Role

The City of Red Deer Community Facilitator will support your group through the process in the following ways.

- *Cover facility costs for meeting space if needed*
- *Cover printing cost for advertising community-wide meeting*
- *Co-host the community-wide meeting*
- *Purchase refreshments for the meeting*

*** Tip - Set up the meeting very quickly before people lose interest.**

At the initial meeting the following items need to be discussed:

- Set the neighbourhood boundaries.
- Determine a name for the association.
- Identify a few preliminary goals or purpose for the association.
- Determine a date and location for a community wide meeting.
- Develop an agenda and format for the community wide meeting.
- Identify who will create the notice for the meeting and how you will distribute it.
- Create an association email address, website or Facebook group to communicate with residents.

The core group should agree on ground rules for meetings:

- Act for the benefit of the whole neighbourhood
- Keep an open mind to what the community might want
- Ensure everyone is heard
- Discuss opportunities and concerns
- Accept group decisions after a vote has been taken
- Plan to attend every meeting

SETTING THE NEIGHBORHOOD BOUNDARIES

It is important to determine the boundaries of your community association. Boundaries might be roads, residences within a certain distance of a neighborhood landmark or a community facility. You can take a look at a neighborhood map (available on The City of Red Deer website) or take a stroll through your community to identify boundaries for the association. You may also want to talk with others from surrounding neighbourhoods to see what their boundaries are and if there is potential for working together. Once you have set the boundaries, establish a list of households in the area. This list will help you engage more neighbours to support the association and its activities and can help with distributing notices for meetings and events.

2. HOST A COMMUNITY WIDE MEETING

The purpose of this first community wide meeting is to present the idea of forming a neighbourhood association to the broader community and to gain interest and support from other residents. This is an opportunity to find out what residents like about their neighbourhood and ideas they may have that would enhance the overall quality of life. The format of the meeting can vary but could include:

- Open house style
- Round table discussions
- Rotating carousel with flip charts
- Facilitated sessions

Ideas generated from this meeting may act as a starting point for the association when determining the group's goals and action plans going forward. This is also a good time to engage the businesses and schools or churches in the neighbourhood as they have a vested interest in the community as well. A key outcome of this first event is to **collect names** and **contact information** of people who will be interested in supporting a neighbourhood community association either as a board member or as a general community member.

3. HOLD THE FIRST ANNUAL GENERAL MEETING (AGM)

Based on the contact information collected at the community wide meeting, the core group can send out a meeting notice to formalize the association board and begin planning. The first order of business would be to clarify the bylaws of the neighbourhood association and determine the positions on the board and their corresponding terms. The application for society status includes a template you can use when starting out. Once this is complete the process can begin to nominate and fill the board positions.

***See the appendix for suggested bylaws, board positions and brief description of responsibilities.**

Many people have had experience with various boards. It is good to discuss people's experiences openly and take those ideas into consideration. There are several ways to go about your nomination process and it is something that the group can agree upon will work best for your particular association. This may include formal ballots or show of hands or online nominations and voting.

The City of Red Deer Community Facilitator is available to provide guidance through the process at the first couple meetings.

*** Tip - As part of completing your bylaws your group will need to establish how often you will meet. It is a good idea to set the dates and times for regular board meetings for the entire year to avoid confusion.**

4. APPLY FOR SOCIETY STATUS

Community members who have expressed interest in being a part of the community association can then begin completing the paperwork to apply as a society. Five individuals are required to sign the documents and do not need to have identified positions on the board executive at this point. This is usually completed at the first AGM once bylaws have been agreed upon.

WHY INCORPORATE AN ASSOCIATION?

Although a group does not need to incorporate, there are several advantages to formally incorporating as a society. One key advantage is that incorporation releases members from being held personally responsible for the debts or actions of the association. Other advantages include:

- Provincial recognition as a formal society
- Group insurance and liability coverage
- Not-for-profit banking status
- Access to grants, funding, and fundraising opportunities
- The ability to enter into legal contracts
- The ability to purchase or own property

5. DEVELOP A STRATEGIC PLAN & IDENTIFY ANNUAL GOALS

A strategic plan is a document that summarizes:

Why an organization exists.

What the organization is trying to accomplish

How the organization will go about doing so

The plan will help your community association make decisions and take action. It doesn't have to be complex but will become a document that will help keep your group moving and serve to orientate new members as they join in the fun.

At this point your group should have some sense of purpose and why you came together, but now you may want to formalize that in terms of a Vision and/or Mission for your association.

General Guidelines for Board Members

Here are some common tips for all members to keep in mind when becoming part of the association

- Focus on the association as a whole
- Attend meetings regularly
- Read background material, minutes and agendas
- Be willing to serve on committees
- Speak up when you have something to say
- Keep comments relevant
- Listen when others speak
- Respect the opinions of all members
- Keep confidential discussions confidential
- Be open to community feedback
- Receive and give constructive feedback
- Understand how to compromise
- Understand how to negotiate
- Give praise when due
- Prepare to make decisions and vote

VISION: A brief statement that describes the ideal future of your community.

MISSION: One or more statements that describe who you are, why you exist and what you hope to accomplish and for who.

Some groups may want to go a step further and identify some core values or principles that will guide the work of the group.

The next step will be to gain a clear understanding of your community, its assets and its needs in order to identify priorities for the year. One of the ways to accomplish this would be starting with a **neighbourhood inventory**. An inventory is a collection of facts about the neighbourhood that can include information such as:

- number of residents and demographics
- types and number of homes
- amenities (Ex: parks, trails, facilities, green spaces, sport fields, outdoor rinks, benches, tables, etc.)
- local businesses, churches, and schools
- unique historical aspects

Residents especially those who have lived in the area for a long time will likely be able to provide much of the information on the neighbourhood. More statistical information can be obtained from The City of Red Deer's website and census data.

Build on your inventory, by looking at what is currently happening and what is working really well in your neighbourhood. From this point you can begin looking at gaps and identify a few opportunities for enhancement. Engage your neighbours in determining how to make your great neighbourhood even better by collecting feedback where everyone is able to share their thoughts regarding projects that could benefit all residents. Some of these ideas may have come out in the community wide meeting and previous discussions. Opportunities for input can happen at any community event and may also be collected through the use of social media. Ideas that frequently come up include:

- Having Block Parties
- Community garden projects
- Neighbourhood clean-ups
- Fundraising for additional amenities (Ex: park benches)
- Special events (Ex: Family Day festivities)

During this process, some residents may also identify concerns that they wish to have addressed. This may include community safety, physical improvements, traffic concerns, street lights, preserving unique features of the neighbourhood, or rezoning.

Prioritize: While this process is likely to generate many great ideas, the Association will need to prioritize which activities they want to pursue in the upcoming year. Identify a couple topics that people are excited about and seem achievable to start. Under each priority area identify some objectives and strategies that the group hopes to accomplish in the year and then outline an action plan for each item and assign members or committees to be responsible for action items.

6. ESTABLISH COMMITTEES/WORKING GROUPS

With all the great ideas that will be generated from your neighbourhood planning activities, there may be a need for groups that can get to work on making those ideas a reality. Some community associations work well when divided into committees. Committees also allow for more community members to contribute without being on the board. The committees will often match up with the various priority areas identified by the board during planning. The board should be responsible for determining what those committees are, assigning a budget to each and outlining reporting requirements.

EXAMPLES OF COMMITTEES & POSSIBLE RESPONSIBILITIES

Programs/Events – This committee could develop, deliver, and evaluate initiatives designed to bring the neighbourhood together.

Parks/Green Spaces – This committee could organize neighbourhood clean-ups. They might work to support a community garden or enhanced landscaping.

Fund Development – This committee could seek out grants that support the realization of the vision of the association and be responsible for fundraising.

Board Recruitment – This committee could work to ensure representation from all areas of the neighbourhood, seek out people with required skills, as well as representation from all demographics (gender, age, culture).

Communications/Marketing – This committee would be responsible for creating and distributing newsletters, event advertising and maintaining an online presence like a Facebook page or website.

Facility Operations – If your group operates a facility like a neighbourhood activity centre, this committee would be responsible for daily maintenance and communicating necessary repairs or upgrades.

RECRUITING VOLUNTEERS

Remember that not everyone will want to join the board yet many people want to become actively involved in their neighbourhood. Create roles and opportunities for people to become involved in many different ways. People are busy so they like to know what is needed, the time it will take and when the task begins and ends before they will commit to it. And don't forget to **include the youth** in your neighbourhood as they can help out contribute in many different ways.

** Tip –Neighbourhood community associations are all about connecting people and keeping them engaged, so make it fun. Why attend a meeting when you can attend a party!*

Appendix 1

BOARD ROLES & RESPONSIBILITIES

BOARD EXECUTIVE DUTIES

Board Chair/President

- Chair Annual, General and Special meetings
- Speak on behalf of the Association
- Play a major role in fundraising and grant applications
- Provide leadership and model appropriate and ethical behavior
- Serve as “ex officio” on all committees and appoints committee chairs (in consultation with directors)

Board Vice-Chair

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

Board Secretary

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

Board Treasurer

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

Directors

- Additional members of the community that make up the association
- May lead/represent sub-committees

Appendix 2

INCORPORATING AS A SOCIETY

What is a society?

A society is an incorporated group of five or more people who share a common recreational, cultural, scientific, or charitable interest. The [Societies Act](#) regulates societies incorporated in Alberta.

What is the purpose for incorporating a society?

Incorporation is not mandatory; the decision is up to each group. There are several advantages to incorporating a group.

- Members of societies may not be held responsible for the debts of the society.
- Societies may own property and may enter into contracts under the society's name, as opposed to its individual members entering into a contract.
- The public's perception of a society is that an incorporated group has a more formal, permanent status than an unincorporated group.
- Note: Societies may not incorporate primarily to carry on a trade or business.

How do I incorporate a society?

Step 1: Chose a name.

- Your society's name must not be the same, or similar to, any other society or corporation's name.
- A society name is made up of three parts, or elements, all of which must be present in the name but not in any particular order. Those elements are: distinctive element, descriptive element, legal element.
 - Here is an example of a society name that contains all three elements: John Smith White Water Rafting Memorial Foundation.
 - The 'distinctive element' of a name is a unique word or location that makes the society's name different from others. In our example, the distinctive element is 'John Smith'.
 - The 'descriptive element' of a name describes what the society is or does. In our example, the descriptive element is 'White Water Rafting Memorial'.
 - The 'legal element' of a society name must be one of the following words:
 - Society
 - Association

- Club
- Fellowship
- Guild
- Foundation
- Institute
- League
- Committee
- Council
- Board
- Centre
- Bureau

- In our example, the legal element is 'Foundation'.

Step 2: Get a [NUANS Report](#).

- Corporate Registry will examine this report to determine whether your group can use the name you have chosen.
- If you choose to have a name that is similar to another name, you will need to obtain written permission from the other group to use the similar name.

Step 3: Complete the forms.

- Complete the Application to Form a Society (online pdf available).
 - You must include the society's objects (objectives, purpose)
 - The objects must be non-profit in nature; the society cannot be formed for the purpose of carrying on a trade or business.
 - Make sure that at least five people sign the application and that their signatures are witnessed.
- Complete the [society bylaws](#) form.
 - The bylaws set out the way the society is organized and the rules surrounding its activities (eg. rights and responsibilities of members, meetings, appointment of directors.)
 - You can use the standard bylaw template provided or you can create your own bylaws.
 - If you create your own bylaws, you must make sure they deal with all of the issues referred to in the standard bylaws.
- Complete a Notice of Address form.

- Complete the Request for Services form

Step 4: Send the forms and [fee](#) (\$50) to [Corporate Registry](#).

- Send **two** copies of your application, bylaws, and address forms, along with a copy of the NUANS report.
- Cheques must be payable to “Government of Alberta” or if paying in person credit cards may be accepted.
- Your information will be examined to ensure it meets the requirements of the *Societies Act*.
 - If the requirements are met, a certificate of incorporation will be sent to you.

Corporate Registry Office

Mailing Address:

Corporate Registry

Service Alberta

Box 1007 Station Main

Edmonton, Alberta T5J 4W6

E-mail: cr@gov.ab.ca

Helpful Links and Resources

How to Incorporate a Not-For-Profit Society

<http://www.servicealberta.gov.ab.ca/716.cfm>

Request for Service form to accompany Society Application to Service Alberta

http://www.servicealberta.gov.ab.ca/pdf/Forms/Corp_Reg_Serv_Req.pdf

All Service Alberta forms for Societies

<http://www.servicealberta.gov.ab.ca/847.cfm>

More information on Name Searches and Search providers

<http://www.servicealberta.gov.ab.ca/705.cfm>

Obligations and Responsibilities after Incorporating or Registering

<http://www.servicealberta.gov.ab.ca/718.cfm>

Board Development Program

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

Appendix 3

BYLAW BASICS

What are Bylaws?

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

Your Organizations First Bylaws

Bylaws are first developed, ratified and registered by the incorporators of an organization or society. They must be signed by the initial incorporators of the organization and filed with the Registrar along with other incorporation documents and forms as part of fulfilling the regulatory requirements for incorporation. Bylaws must be dated and signed by the same 5 people who signed the application (if they are the original version), or by the people who are listed on the records as the duly elected directors.

Bylaws, including amendments, do not come into effect until the Registrar has received them, reviewed them, approved them and stamped them “filed” and returned the stamped copy to the organization. This part of the process can take up to six weeks. Service Alberta provides a standard bylaw template to get you started or you can create your own so long as all the required items are covered.

Bylaw Checklist

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

- Organization
- Name of the organization (from the NUANS Report)
- Membership
- Terms of admission of members
- Rights and responsibilities of members
- Resignation or expulsion of members
- Voting rights
- Meetings

- Calling general meetings
- Calling special meetings
- Quorum at general meetings
- Quorum at special meetings
- Directors and Officers
- Appointment and removal of directors and officers
- Duties of directors and officers
- Power of directors and officers
- Payment to directors and officers
- Financial Affairs
- Auditing the books
- Borrowing money
- Minutes, Books and Records
- Preparing and keeping the minutes of the society meetings
- Preparing and keeping the minutes of the directors meetings
- Preparing and keeping other books and records
- Inspecting books and records
- Keeping and using the society's seal
- Changing the by-laws

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

Sample Neighbourhood Association Bylaws

Article 1 - Name of Organization and Purpose

Section 1 – Name of Organization

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

Article 2 – Boundaries

The boundaries of SNA shall include (define boundaries)

Article 3 – Membership

Section 1 – Membership Qualifications

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

Section 2 – Membership Voting

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

Section 3 – Withdrawal of Membership

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

Section 4 – Expulsion of Membership

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

Article 4 – Dues and Financial Support

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

Article 5 – Meetings

Section 1 – Annual General Meeting (AGM)

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

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

Section 2 – Board of Director's Meetings

The newly elected Board shall meet within one (1) month after each AGM. The Board of Directors shall meet at least twice yearly, recommended within two weeks prior to a General Membership Meeting. This will allow the

Board of Directors to identify priorities from communications from residents, Government Agencies, other neighbourhoods, local businesses or other Associations for recommendation for voting at the General Meeting. Each meeting of the Board shall be open to any member, except that those members attending are non-voting and require invitation by the Board to speak. The Board of Directors may also decide to hold their Board Meetings at the same time as a General Meeting; this is at the discretion of the Board.

Section 3 – General Membership Meetings

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

Section 4 – Special Membership Meetings

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

Section 5 – Notification

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

Section 6 – Quorum

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

Section 7 – Agenda

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

Article 6 – Government of the Society

Section 1 – The Number of Officers

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

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

Section 2 – Term of Office

Each officer shall hold office for a term of one (1) year for which he/she is elected or appointed and until his/her successor has been elected or appointed. An officer may choose to let their name stand for an Officer position for a second term. Maximum term on the Board of Directors is four (4) years.

Section 3 – Eligibility of Officers

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

Section 4 – Election/Appointment of Officers

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

Section 5 – Removal or Resignation

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

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

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

Section 6 – Power of the Board

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

Section 7 - Duties of Officers

a. **Chair of the Board:** The Chairperson shall preside and prepare the Agenda at all board meetings and all membership meetings. She/he shall perform such duties as the Board and membership from time to time authorize. The Chair shall represent the position of the board and the interests of the Neighbourhood Association. The Chair will have signing authority on all contracts, official documents, correspondence and bank accounts of the Association. With the Secretary, the Chairperson will, if applicable, authenticate the use of The Seal of the Association.

b. **Vice-Chair:** The Vice Chairperson shall perform the duties of the Chair in the Chair's absence. The Vice-Chair will be designated signing authority on all bank accounts with the Association. With the Secretary, the Vice-Chair will have signing authority on all contracts to be entered into in the absence of the Chair. With the Secretary, the Vice Chair will authenticate, if applicable, the use of The Seal of the Association.

c. **Secretary:** The secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of SNA; shall make records of SNA available for inspection at any reasonable time. File any special resolutions, changes in Directors, amendments to the bylaws or

other incorporating documents with the Corporate Registry. If applicable, keep and ensure the security of The Seal of the Association.

d. **Treasurer:** The Treasurer shall be responsible for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disperse SNA funds, but such disbursement shall require the additional signature of the Chairperson, or the Vice-Chair in his/her absence. The treasurer shall file the annual return and audited financial statements.

Article 7 – Committees

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

Article 8 – Management of the Society

Section 1 – Registered Office

The office of the SNA is 123 ABC Street

Section 2 – Fiscal Year End

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

Section 3 Finance and Audit

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

Section 4 – Use of the Seal

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

Section 5 – Preparation and custody of Books and Records.

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

Article 9 - Amending, Altering, Rescinding or Adding Bylaws

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

Article 10 – Dissolution

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