



**OBJECTIVES  
OF  
BROOKVILLE COMMUNITY LEAGUE  
SOCIETY 8822**

1. The name of the society is: **Brookville Community League**
2. The objectives of the society are:
  - a) To provide its members with opportunities for friendly and social activities.
  - b) To provide a meeting place for the discussion and consideration of the programs of interest to the community.
  - c) To provide a centre and suitable meeting place for the various activities of the community.
  - d) To provide all necessary equipment and furniture for carrying out its various objectives.
3. The operations of the society are to be chiefly carried on at:

53203 Range Road 212, Ardrossan, Alberta  
SW ¼, Section 14, Township 53, Range 21, West of the 4<sup>th</sup> Meridian

Signed at Ardrossan, Alberta, the 18<sup>th</sup> day of January, 2024.

Name: Lisa Sargent, President  
Address: 53310 Range Road 211, Ardrossan, Alberta T8G 2A9  
Phone: (780) 554-1436

Signature: \_\_\_\_\_



**BYLAWS  
OF  
BROOKVILLE COMMUNITY LEAGUE (herein known as 'BCL')  
SOCIETY 8822**

**1.0 MEMBERSHIP**

- 1.1 Membership is effective for a period of twelve (12) months, from January 1<sup>st</sup> to December 31<sup>st</sup>, upon payment of the membership fee, and cannot be prorated.
- 1.2 Membership is valid for all immediate family members residing in the same household.
- 1.3 The amount of the membership fee shall be determined by the BCL at the Annual General Meeting.
- 1.4 All members are admitted only on the condition that they submit to the Bylaws and rules, existing and future, of the BCL.
- 1.5 Any member wishing to withdraw from membership may do so by giving notice in writing to the Secretary of the BCL or by allowing their current membership to expire without renewal. No refunds will be issued for cancelled memberships.
- 1.6 Upon acceptance as a member of the BCL, members agree to act in the best interests of the BCL in all matters pertaining to the BCL, without regard to any other organizations that may present a conflict of interest.
- 1.7 By a Special Resolution, any member may be expelled from membership for any cause that the BCL may deem sufficient.

**2.0 REGULAR, SPECIAL AND ANNUAL GENERAL MEETINGS**

- 2.1 Meetings will occur quarterly, and dates will be chosen at the January meeting. Additional meetings may be necessary based on planning for scheduled BCL events, and these meetings will be held with notice being given by the Executive by email, and by announcement on the BCL's website and social media.
- 2.2 Notice of meetings shall be provided by the Executive by email, and by announcement on the BCL's website and social media.
- 2.3 A special meeting may be called at the request of one (1) member of the BCL upon approval of the President and a statement of the business to be brought before the meeting. Such meetings may be called within three (3) days' notice being given by the Executive by email, and by announcement on the BCL's website and social media.
- 2.4 The Annual General Meeting of the BCL shall be held prior to June 1<sup>st</sup>, with the fiscal year ending December 31<sup>st</sup>.
- 2.5 The Annual General Meeting shall be called with twenty-one (21) days' notice being given by the Executive by email, and by announcement on the BCL's website and social media. At this meeting there shall be elected any Executive positions that are vacant or have become available due to end of term or resignation.

- 2.6 The accidental omission to give notice of any meeting to any member shall not invalidate the proceedings of any such meeting.
- 2.7 Four (4) members in good standing shall constitute a quorum for AGM purposes. In the event that a quorum is not present, the meeting shall stand adjourned to a future date within fourteen (14) days of the original meeting date. As the Executive team are members, they are included in establishing a quorum.
- 2.8 The procedure for meetings will be as follows:
  - 2.1.1 Call To Order
  - 2.1.2 Approval of Agenda
  - 2.1.3 Approval of Minutes
  - 2.1.4 Treasurer's Report
  - 2.1.5 Old Business
  - 2.1.6 New Business
  - 2.1.7 Program Updates
  - 2.1.8 Other Business

### **3.0 VOTING**

- 3.1 No person who is not a member of the BCL shall be entitled to vote at any meeting.
- 3.2 Only BCL members in good standing have the right to vote.
- 3.3 Each member shall have one vote only.
- 3.4 In event of any vote resulting in a tie, the Chairman of the meeting (President) shall have a deciding vote.
- 3.5 All voting at elections when an office or position is contested shall be held by secret ballot.

### **4.0 EXECUTIVE**

- 4.1 The Executive consists of the President, Vice-President, Secretary, and Treasurer.
- 4.2 All Executive positions shall be appointed or elected by majority vote of fully qualified members only, as described in section (4) above, at the Annual General Meeting of the BCL.
- 4.3 Any position vacancies occurring during the year shall be filled as deemed necessary by the existing Executive team.
- 4.4 Each Executive position will have a two-year term, on a rotating basis, to prevent complete turnover of the Executive in any given year.
- 4.5 The Executive shall, subject to the Bylaws, have full control and management of the affairs of the BCL. Any one Executive Member can make decisions on behalf of the BCL, ONLY when a time-sensitive situation occurs.
- 4.6 A person appointed or elected to an Executive position becomes active in that position if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become active if they were not present at the meeting but consented in writing to act in that capacity before the appointment or election, or within ten (10) days after the appointment or election, or if they acted in that capacity pursuant to the appointment or election.

- 4.7 Any member of the Executive may retire from their position in the BCL upon providing notice at the Annual General Meeting, or to the Secretary in writing, and such retirement shall take effect in accordance with such notice.
- 4.8 The position of any Executive shall be vacated if they cease to be a member in good standing, or if they are absent from three consecutive meetings at which their presence has been requested, unless they have, for cause, been excused.
- 4.9 The BCL, by Special Resolution, may remove any member of the Executive before the expiration of their term of office and elect another member in their stead. The person so elected shall hold office for such time only as the officer in whose place they were elected would have held had they not been removed.
- 4.10 The Executive shall seek and maintain a strong working relationship with all stakeholders related to the BCL and shall positively promote the BCL at all times.
- 4.11 President
- 4.11.1 The President shall preside at all meetings of the BCL and shall be ex-officio a member of all committees. The Vice-President shall preside at any such meetings if the President is absent. If both are absent, a chairperson may be elected at the meeting to preside.
- 4.11.2 The President shall examine and sign on behalf of the BCL all bills, notes, cheques, debentures and all other papers and documents (including electronic) that pertain to all matters of BCL, and the finances of the BCL.
- 4.11.3 All members of the BCL Executive and membership shall not speak or act on behalf of the BCL without prior approval/consent of the President.
- 4.12 Vice-President
- 4.12.1 Shall perform the duties of the President in the absence of the President.
- 4.12.2 Shall assist the President and other Executive members on special projects as required.
- 4.13 Secretary
- 4.13.1 It shall be the duty of the Secretary to attend all meetings of the BCL, keeping accurate minutes of such meetings.
- 4.13.2 The Secretary will be responsible for preparing and distributing copies of meeting minutes to the Executive, after approval of final draft by the President.
- 4.13.3 In the event of absence of the Secretary, these duties shall be discharged by such officer as may be appointed by the Executive.
- 4.13.4 The Secretary shall have charge of all the correspondence of the BCL and be under the direction of the President.
- 4.13.5 The Secretary shall keep a record of all Executive members of the BCL and their addresses and other contact information.
- 4.14 Treasurer
- 4.14.1 The Treasurer shall receive all monies collected or otherwise received on behalf of the BCL, issue receipts therefore as required, and deposit the funds of the BCL in such Bank as the Executive may direct.
- 4.14.2 The Treasurer is responsible to pay all accounts when properly approved by the President.
- 4.14.3 Together with either the President or the Secretary, the Treasurer shall sign on behalf of the BCL all bills, notes, cheques, debentures and all other papers and documents that pertain to the finances of the BCL.

4.14.4 At the Annual General Meeting of the BCL, the Treasurer shall present a Statement of the affairs of the BCL for the preceding fiscal year after the same has been duly audited and shall report for the financial position of the BCL as often as required by the BCL in general meetings.

#### 4.15 Committee Chair Positions

The Executive has the right to create, change the duties of, or dissolve Committee Chair positions by a Special Resolution amendment to the Bylaws, or during any Annual General Meeting, as need dictates, to best serve the BCL.

### 5.0 AUDITING

5.1 December 31<sup>st</sup> of each year shall be the end of the fiscal year of the BCL.

5.2 The books, accounts and records of the BCL shall be audited at least once each year by a duly qualified bookkeeper or by two appropriately qualified members of the BCL elected for that purpose at a regular meeting. No person holding an Executive position is eligible to be appointed as the auditor or to perform any of the duties of the auditor. A complete and proper statement of the standing of the books for the previous year shall be provided by such auditor at the Annual General Meeting of the BCL.

5.3 The books and records of the BCL may be inspected by any member of the BCL upon giving 21 days' notice for arranging a time satisfactory to the Treasurer or designate.

5.4 Each member of the Executive shall always have access to such books and records upon giving reasonable notice.

### 6.0 REMUNERATION/REIMBURSEMENT/SPENDING

6.1 Unless authorized at any meeting, or by the majority of the Executive prior to performing the services, no officer or member of the BCL shall receive any remuneration for his/her services.

6.2 No monies will be reimbursed to any member unless authorized prior to spending/purchase by the majority of the Executive.

6.3 A budget must be set forth for each BCL event and funding approved prior to spending. Over-spending could result in non-compensation.

6.4 If a budget is approved by the Executive and money is obtained through other sources (donations, etc.), the initial budget amount remains the same unless approved by the Executive.

6.5 All money obtained by the BCL through membership, grants, hall rentals, donations, shall go into General Funds and the distribution of that money will be determined by the Executive. The exception to this rule is when a grant/donation was expressly obtained for a specific purpose with prior approval from the Executive.

### 7.0 BORROWING POWERS

7.1 For the purpose of carrying out its objectives, the BCL, with the authority of a Special Resolution, may borrow or raise or secure the payment of money in such manner as it thinks fit and in particular by the issue of debentures.

7.2 All contracts and documents requiring execution by the BCL shall be signed by the President, together with one other Executive member.

**8.0 ADMINISTRATION OF BYLAWS**

8.1 The Executive shall be responsible for interpreting these Bylaws.

8.2 The Bylaws may be rescinded, altered or added to by a "Special Resolution" passed by a majority of such members entitled to vote as are present in person at an Annual General Meeting or a Special Meeting of which one (1) months' notice specifying the intention to propose the resolution as a Special Resolution has been duly given.


The above resolutions are amendments to the Bylaws of the Brookville Community League developed prior to the year of 1998, and were moved, passed and are dated effective the 18<sup>th</sup> day of January, 2024.

Signed at Ardrossan, Alberta, the 18<sup>th</sup> day of January, 2024.

Name: Lisa Sargent, President  
Address: 53310 Range Road 211, Ardrossan, Alberta T8G 2A9  
Phone: (780) 554-1436

Signature:  \_\_\_\_\_

Name: Brenda Schmidt, Vice-President  
Address: 53552 Range Road 212, Ardrossan, Alberta T8G 2C2  
Phone: (780) 903-9395

Signature:  \_\_\_\_\_

Name: Karen Reichenbaugh, Treasurer  
Address: #205, 52552 Range Road 224, Sherwood Park, Alberta T8A 4R7  
Phone: (780) 220-4933

Signature:  \_\_\_\_\_