

Article 1.0 - Executive and Board of Directors

1.1 The Executive will be composed of the President, Past Executive, Vice President Programs, Vice President Operations, and Secretary-Treasurer. The Board of Directors will consist of the Executive and the following Directorships:

1. Winter Sports Director
2. Summer Sports Director
3. Equipment Director
4. Rentals & Concessions Director
5. Special Events Directors (2)
6. Communications Director
8. Directors-at-Large (2)

1.2 These individuals will comprise and have voting power on the Board, and shall manage the affairs of the Centre as per the provisions of the Constitution and these Bylaws.

1.3 Board Members who have served on the Board of Directors within the past five years should fill the positions of President and Secretary-Treasurer. If no one from the Board is willing, nominations will then be opened up to the floor.

Article 2.0 - Organizational Chart

2.1 The following chart depicts the Executive's responsibilities, and line of authority for each Board position:

President			
VP Programs	VP Operations	Past Executive	Secretary-Treasurer
Winter Sports	Rentals & Conc.	Members-at-Large (2)	
Summer Sports	Special Events (2)		
Equipment	Communications		

2.2 This structure is designed to alleviate some of the burden for the President, as the Executive member in charge of the different Directors shall be contacted first. The Treasurer will deal with all Lotteries issues.

Article 3.0 - Duties of Executive and Directors

3.1 President

- Preside over Board and General meetings and Executive meetings.
- Signatory to contracts and official documents.
- Member of the Personnel Committee as set out in the Constitution.
- Ex-officio member of all other Committees.
- Liaise with city, government and outside organizations.
- Represent the Centre at special events.

- Assist with interpretation and enforcement of Constitution, Bylaws and policies.
- Represent the Centre at Riel C.C. Board meetings, or designate representative.

3.2 Past Executive

- Advisor to the Board and Executive.
- Must be a former member of the Executive whose term ended immediately before being elected to this position.
- Member of the Rentals Committee and Personnel Committee.
- Investigate and report in writing on any members' complaints not appearing before the Board and recommend a solution.
- Chairs the Nominating Committee as set out in the Constitution.
- Member of the Personnel Committee as set out in the Constitution.

3.3 Vice President Programs

- Supervise and help co-ordinate the Winter and Summer Sports Directors and Equipment Director.
- Chair any Executive meetings in the President's absence.
- Assist other Executive and Board Members where needed.
- Member of the Personnel Committee as set out in the Constitution.

3.4 Vice President Operations

- Supervise and help coordinate the Rentals & Concessions Director, Special Events Directors and Communications Director.
- Oversee facility and equipment maintenance and improvements.
- Assist other Executive and Board Members where needed.
- Chair the Personnel Committee as set out in the Constitution.
- Lead the supervision and evaluation of all employees.

3.5 Secretary-Treasurer

- Supervise and document all financial affairs and financial reporting of the Centre as described in the Constitution and according to City of Winnipeg policies.
- Submit financial reports to the city on all fundraising events other than raffles.
- Organize a yearly review of the Centre's books and financial records.
- Provide tax receipts where necessary.
- Oversee insurance claims.
- Supervise Lotteries to ensure that all reporting is completed properly.
- Oversee organizational record-keeping (minutes, Constitution and Bylaws, policies).
- Assist other Executive and Board Members where needed.
- Assist with interpretation and enforcement of Constitution, Bylaws and policies.
- Member of the Personnel Committee as set out in the Constitution.

3.6 Winter Sports Director

- Co-ordinate and supervise all winter sports activities.
- Keep informed of all association meetings and attend SVMHA meetings as NGCC Director.
- Work with Equipment Director on equipment requirements.
- Oversee and assist with registration for winter sports.
- Submit annual budget requests as required.

3.7 Summer Sports Director

- Co-ordinate and supervise all summer sports activities.
- Recruit and assist convenors for Mini Soccer, Baseball and Basketball.
- Recruit and assist convenor for field scheduling.
- Work with convenors to assign and supervise coaches for teams and keep them informed of all community centre and association rules.
- Keep informed of all association meetings.
- Work with Equipment Director on equipment requirements.
- Submit annual budget requests as required.

3.8 Equipment Director

- Work with individual sport equipment convenors to assign and retrieve all uniforms and equipment to the respective teams.
- Organize and record all equipment and keep and up-to-date Inventory.
- Oversee the acquisition of new and replacement equipment and uniforms.
- Recruit donations or sponsorship of equipment and uniforms.
- Work with Winter and Summer Sports Directors on equipment requirements and assist where needed.
- Submit annual budget requests as required.

3.9 Rentals & Concessions Director

- Oversee up-to-date financial reports (deposits and invoices) for the hall, bar and concessions.
- Oversee facility rentals.
- Supervise equipment repairs and necessary replacement.
- Recruit and supervise bartenders for Centre functions.
- Upkeep bar and concession supplies.
- Chair of the Rentals Committee.
- Submit annual budget requests as required.

3.10 Community Liaison

- Develop and oversee public information and awareness strategies, advertising and promotion.
- Develop and oversee sponsorship programs, fundraising and donations.
- Responsible for the production of newsletters and school drops, signage and printed materials.
- Liaise with media.
- Responsible for coordinating apparel design, logos and team colors.
- Oversee website and social media upkeep and content of permanent reader boards at each site.
- Assist with development of special events.

3.11 Special Events Directors (2)

- Coordinate annual Knight of Celebration.
- Develop and coordinate special events including Pre-Teen Dances, Movie Knight and Lunch With Santa/Holiday Event.
- Co-chairs of the Special Events Committee.

- Develop and recommend to the Board other such events to foster and support community and family involvement.
- Submit annual budget requests as required.

3.12 Members-at-Large (2)

- Assist with the planning, development and delivery of programs and services, in particular special events.
- Member of the Special Events Committee.

Article 4.0 - Standing Committees

4.1 Rentals Committee

Chaired by the Rentals and Concessions Director.

Other members include Past Executive and other members designated by the Board. Committee will annually review rental rates for the centre's facilities and services and submit annual budget estimates.

4.2 Special Events Committee

Chaired by the Special Events Directors.

Other members include the Members-at-Large and other members designated by the Board.

Committee will develop and organize special events and submit annual budget estimates.

4.3 Personnel Committee

As set out in Section 13.3 of the Constitution.

4.4 Nominating Committee

As set out in Section 11.3 of the Constitution.

Article 5.0 – Financial Expenditures

5.1 No service/supplies shall be pre-paid for more than 50% of the total cost.

5.2 The Board authorizes the Operations Manager, Executive Assistant and Directors to purchase day-to-day supplies as required within the annual approved budget of their department or program.

Article 6.0 - Notice and Scheduling of Board and Committee Meetings

6.1. Notice of regular meeting of the Board including minutes of the previous meeting and a preliminary meeting agenda shall be sent to each Board member at least seven (7) days prior to the meeting.

6.2. Unless otherwise decided by the Board of Directors, regular meetings shall be held at the Centre on the second Monday of month, commencing at 6:30 p.m.

6.3. Notice of special meetings of the Board must be made to each Board member at least seven (7) days prior to the meeting. Only items specified in the notice of the meeting shall be discussed.

Article 7.0. - Annual General Meeting

7.1. Copies of the Agenda, the minutes of the previous Annual General Meeting, and the Annual Reviewed Financial Reports shall be distributed at the meeting.

7.2. Notification of the meeting shall be carried out as per Article 12.7R of the Constitution.

7.3. The order of business for the Annual General Meeting shall be:

- Call to order
- Approval of the agenda
- Approval of the minutes of the previous General Meeting
- Business arising from the minutes
- Annual reports
 - President
 - Past Executive
 - Vice President Programs
 - Winter Sports Director
 - Summer Sports Director
 - Equipment Director
 - Vice President Operations
 - Rentals & Concessions Director
 - Special Events Directors
 - Communications Director
 - Secretary-Treasurer
 - Members-at-Large
- Amendments to the Constitution or Bylaws
- Election of Directors
- New business
- Adjournment

STATEMENT OF APPROVAL

These Bylaws amended and adopted at the Regular Meeting of April 18, 2022, supersede all previous Bylaws.

President

Secretary-Treasurer