

ROBERT A. STEEN COMMUNITY CENTRE INC. CONSTITUTION and BY-LAWS

ARTICLE 1 – NAME

The organization shall be known as the “Robert A. Steen Memorial Community Centre Inc.”, hereinafter referred to as the “Centre”.

GLOSSARY

The following words, when used in the Constitution and By-laws, shall mean:

Member – any person residing within the boundaries.

Director – any member of the Board of Directors (“the Board”) of the Centre.

Constitution – overall governance of the Centre.

By-laws – a more detailed governance of the Centre.

ARTICLE 2 – PURPOSE

This Constitution will form the guiding principles upon which the Centre will conduct its affairs.

ARTICLE 3 – MISSION STATEMENT

The Centre shall provide the community with a variety of relevant and high-quality recreational activities in a safe and friendly environment in a fiscally responsible manner.

ARTICLE 4 – GOALS

The goals of the Centre shall be to:

- (a) provide recreational, leisure, and personal development activities for Members.
- (b) encourage Members to participate in programs.
- (c) seek out the opinions of area Members and encourage participation in the planning of programs.

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- (d) provide an atmosphere which encourages attendance by families and individuals of all ages and diverse backgrounds.
- (e) encourage and foster cooperation, sportsmanship, and fair play.
- (f) plan for the continued operation of the Centre and its programs through the recruitment and training of volunteers.

ARTICLE 5 – BOUNDARIES

The boundaries of the Centre are as defined by the City of Winnipeg (Appendix A).

ARTICLE 6 – MEMBERSHIP

6.1 The Members of the Centre shall consist of those persons residing within the boundaries.

6.2 All residents of the City may use the facilities and take part in the programs provided by the Centre, but the Centre shall be specifically concerned with meeting the needs of its Members.

ARTICLE 7 – FISCAL YEAR

The fiscal year end of the Centre shall be December 31.

ARTICLE 8 – GOVERNANCE

8.1 The Members exercise primary control of the affairs of the Centre through selection of a Board at the Annual General Meeting (AGM) of the Centre.

8.2 The Board shall manage the business and affairs of the Centre.

8.3 All Members who are 18 years of age or older are eligible for election or appointment to the Board.

8.4 The Board shall consist of not less than seven (7) and not more than 20 members, including the Executive Committee.

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8.5 The Executive Committee shall consist of at least four of the following Directors: the President, Past President, Vice-President(s), Secretary and Treasurer.

8.6 If fewer than 20 Directors are elected at the AGM and the Directors subsequently determine a need for additional Directors, or if Director vacancies arise, the Directors at a Board Meeting may appoint such additional Directors as it deems necessary, providing the total number of Directors does not exceed 20. Such appointments must have the simple majority approval of the assembled Board.

8.7 The office of a Director shall be vacated by:

- (a) the expiry of his/her term;
- (b) death; or
- (c) resignation in writing to the Board.

8.8 The Board may also remove a Director from his/her office by at least a two-thirds vote by the remaining Board where the Director has:

- (i) failed to disclose a possible conflict of interest;
- (ii) acted in a conflict of interest;
- (iii) failed to attend any three consecutive regular monthly meetings of the Board without cause and due notification; or
- (iv) acted against or failed to act in the best interest of the Centre.

8.8.1 A Director may present a motion to remove another Director at a Board meeting, and the Board shall consider that motion at the next Board meeting.

8.8.2 The meeting considering the motion to remove a Director must have a quorum without counting the Director who brought the motion, or the Director who is the subject of the motion, neither of whom may vote on the motion.

8.8.3 The Secretary or another officer shall give the Director who is the subject of the motion a copy of the written motion and any related material, at least seven (7) days prior to the meeting considering the motion.

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8.8.4 The Director being removed shall be given the opportunity to present his/her evidence.

8.9 Directors shall receive neither compensation nor favour in any form for their services. The Centre may reimburse a Director for reasonable expenses up to a \$500.00 limit or as approved in advance, incurred by him/her in the performance of his/her duties, upon the Director producing receipts.

8.10 On any occasion where a Director, or a spouse or dependent of a Director, has a personal, material, financial, or other substantial interest in any contract or transaction to which the Centre is a party, it is hereby deemed that this Director has a conflict of interest and this Director shall disclose such interest at the time. The Director shall refrain from speaking to or voting on the resolution or motion considering the transaction, or from participating in any way in the transaction or matter.

8.11 If the Centre hires a Director to perform services for the Centre, it may pay the Director a reasonable amount, providing that the Director has complied with the conflict of interest provisions set out in Article 8.10.

ARTICLE 9 – EXECUTIVE COMMITTEE POWERS

9.1 The Executive Committee shall have the power to do all things necessary for the successful operation of the Centre, including the power to:

- (a) Administer the funds of the Centre in such manner and for such purposes as it may decide are beneficial to the well-being and advancement of the goals of the Centre, provided that same are not contrary to the general policy of the City.
- (b) Commence any new form of activity or sport considered desirable by the Membership or in like manner discontinue any form of activity or sport being conducted under the auspices of the Centre.
- (c) Expel or suspend from the Centre any person guilty of misconduct or any infraction of the rules and regulations of the Centre.

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(d) Ensure the Centre is operated on a non-political and non-sectarian basis.

(e) Notwithstanding any other provisions of the Constitution, appoint committees, either standing or temporary and prescribe their duties, powers, and duration. The Board shall ratify all committees and all committees are responsible to the Board.

(f) Appoint the committee Chair.

(g) Appoint or hire advisors to the Board as it deems necessary and appropriate. The Board shall ratify such appointments by a simple majority vote.

9.2 Subject to ratification by the Board, the Executive Committee shall make such rules and regulations regarding the use of the Centre facilities as deemed necessary.

ARTICLE 10 – ELECTIONS

10.1 Members shall elect the Board at the AGM of the Centre.

10.2 Two months before the AGM, the President will appoint a Nominating Committee which shall consist of no more than three members, two of which shall be members of the Board.

10.3 The Chair of the Nominating Committee will prepare a slate of nominees and present it at the AGM. Nominees must express their willingness to stand either by being present at the elections or by written consent. The Chair of the Nominating Committee may also accept nominations from the floor.

10.4 Members shall determine an election by a simple majority vote, using a show of hands. In the event a position has more than one nominee, the Chair of the AGM shall appoint at least two (2) scrutineers.

10.4.1 The scrutineers will:

- (a) distribute the ballots,
- (b) make an official count,

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- (c) announce the results at the meeting through the Chair,
and
- (d) destroy all ballots.

10.5 The old Board shall hand over all documents and signing authority to the New Board within one month of the AGM.

ARTICLE 11 – TERMS OF OFFICE

Each Director shall be elected for a one year term. At each AGM, all Directors on the incumbent Board shall retire, but if qualified, shall be eligible for re-election.

ARTICLE 12 – MEETINGS

12.1 Board Meetings: The Board and Executive Committee shall attend Board Meetings, which shall be held at least once a month, except during July and August, when Board Meetings may be held at the Executive Committee's discretion.

12.1.1 The Chair shall give notice of each meeting, minutes of the previous meeting and a preliminary agenda, by post or electronically, to each Board member at least seven (7) days prior to the meeting or within such shorter time that the Board accepts as reasonable.

12.1.2 Any Member wishing to appear on the agenda must give notice to the President at least seven (7) days prior to the meeting.

12.2 Special Board Meetings: The President or a minimum of one-third of the Board may call a Special Board Meeting.

12.2.1 The Secretary will present the minutes of the Special Board Meeting at the first Board meeting following the Special Board Meeting.

12.3 Executive Committee Meetings: The President may call Executive Committee Meetings.

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12.3.1 The Secretary will present the minutes of the Executive Committee Meeting at the first Board meeting following the Executive Committee meeting.

12.4 Special General Meetings: The President or a minimum of one-third of the Board may call a Special General Meeting.

12.4.1 The President shall call a Special General Meeting upon the written request of at least 15 Members. Such requests shall state clearly the nature of the proposed business of the meeting.

12.4.2 The meeting will be held within 30 days of receipt of the request or call of the President or Board.

12.4.3 The Chair shall give Members notice of the meeting at least 14 days prior to the meeting at least 14 days prior to the meeting by way of advertisement in the community newsletters, websites or other suitable means, and on the Centre's bulletin board.

12.4.4 A Special General Meeting shall consider only those matters which are identified in the notice of the meeting.

12.5 Annual General Meetings: The Board shall call an AGM to report the prior year's activities, to present the Annual Financial Review/Audit Statement, to elect a Board and officers, and to hear from Members.

12.5.1 The Board shall convene the AGM no later than 120 days after the end of the fiscal year.

12.5.2 The Chair shall give Members notice of the meeting at least 30 days prior to the meeting by way of advertisement in the community newsletters, websites or other suitable means, and on the Centre's bulletin board.

12.6 The President or his/her representative shall chair all meetings, with the exception of the election process at the AGM. The Past President, a representative of the City of Winnipeg or a Member acceptable to the majority of Members present shall chair the Election Process.

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12.7 Committee Meetings: A Committee Chair may call Committee Meetings when required and at his/her discretion. The Chair will provide a report to the Board of Directors at the next regularly scheduled meeting.

12.8 All regular meetings of the Board shall be open to the public. Any Member wishing to appear on the agenda must give notice to the President at least seven (7) days prior to the meeting. The Executive Committee will have the right to deny any such request with written notification stating the reasons for the denial.

ARTICLE 13 – QUORUM

13.1 The quorum for transaction of business at a **Regular** or **Special Board Meeting** shall consist of at least a majority of the Directors in office at the time.

13.2 The quorum for the transaction of business at a **Special General Meeting** shall be at least 15 Members in good standing, including five (5) members of the Board.

13.3 The quorum for the transaction of business at an **AGM** shall be at least 15 voting Members.

13.4 The Secretary or another officer shall adjourn a meeting if there is no quorum within 30 minutes of the scheduled time of the meeting. The Board shall conduct no business at any meeting without a quorum.

ARTICLE 14 – VOTING

14.1 At **Regular** or **Special Board Meetings**, each Board member in attendance, with the exception of the Chair, shall have one vote. The Chair may only vote in the event of a tie.

14.2 At the **AGM** or any **Special General Meeting** of the Centre, each Member of the age of majority in attendance shall be entitled to a vote.

14.3 Members shall approve all motions, with the exception of amendments to the Constitution and By-laws, by a simple majority vote.

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14.4 All amendments to the Constitution and By-laws shall require a minimum of two-thirds majority vote.

14.5 The Chair may at his/her discretion require any contentious issue to be voted on by ballot.

14.6 Members shall not vote by proxy.

ARTICLE 15 – FINANCE

15.1 The Board shall administer all funds and securities of the Centre and present an Annual Financial Review/Audit Statement as prepared by a designated accountant to the Membership at the AGM.

15.2 The Treasurer or another officer shall submit an Annual Budget to the Board for approval at least 30 days prior to submitting it to the City of Winnipeg.

15.3 The Board must approve all funds raised by or on behalf of the Centre.

15.4 The Board shall select a financial institution and maintain accounts in the Centre's name. An employee of the Centre or officer of the Board shall deposit all funds and securities in accounts at this institution.

15.5 All financial documents and contracts shall carry a minimum of two signatures as approved by resolution of the Board.

15.6 No person shall incur an expense or commitment on behalf of the Centre unless authorized by the Board, or by Members at an AGM.

15.7 The Board is authorized to incur such expenses as necessary for the continued operation of the Centre.

15.8 Extraordinary expenses and projects: Before incurring extraordinary expenses or undertaking projects in excess of those contemplated by Article 15.7, the Board shall:

15.8.1 Approve in principle the proposed extraordinary expense or project by at least a two-thirds majority of the Board.

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15.8.2 Appoint an ad hoc committee to study the feasibility of the expense or project. The committee will provide a detailed written report to the Board within 60 days.

15.8.3 Call a Special General Meeting to be held within 60 days, before which the report shall be available to Members to review. At the Special General Meeting, Members may approve the report only by at least a two-thirds majority vote.

15.9 The books and records of the Centre shall be open to inspection by the Members at all times, upon reasonable notice to the Board.

15.10 The Board shall annually appoint or hire auditors to review the accounts of the Centre, whose report shall be presented to the members at the AGM and filed with the City of Winnipeg. The person(s) appointed auditor(s) shall not be a Director(s) of the Centre.

ARTICLE 16 – AMENDMENTS

16.1 The Board may review the Constitution and By-laws periodically. Members may only make amendments to the Constitution at an AGM or at a Special General Meeting. The Board shall make the text of proposed changes available for review by Members at the Centre.

16.1.1 Members must submit all proposed amendments in writing to the Board at least 21 days prior to the meeting.

16.1.2 The Secretary or Communications Director shall notify Members of all proposed amendments at least 14 days prior to the meeting date, by way of advertisement, including in the community newsletters, websites or other suitable means, and on the Centre's bulletin board.

16.1.3 Members may approve amendments to the Constitution by at least a two-thirds majority vote of the Members in attendance at the AGM or Special General Meeting.

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16.2 A Director or Member may bring a motion to amend the By-laws at the AGM or a Special Board Meeting.

16.2.1 Members or Board Members may approve amendments to the By-laws only by at least a two-thirds majority vote of those in attendance.

ARTICLE 17 – BY-LAWS

17.1 – RESPECTFUL ENVIRONMENT POLICY

The Centre is responsible for providing Members and employees with a Respectful Environment free from discrimination, harassment, disruptive conflict, and violence. This includes but is not limited to: *Sexual harassment or discrimination based on ancestry, race or ethnic or national origin, colour, religion, age, sex, marital status, family status, physical or mental disability, and sexual orientation.*

Everyone has the responsibility for maintaining a Respectful Environment. Use discretion and recognize the sensitivities of others regardless of a person's status at the Centre: employee, volunteer, family member, friend, or any other patron.

Although disrespectful behaviour, conflict, and harassment can be defined, in practice they can overlap. The following conduct illustrates the different types of concerns which may arise:

Disrespectful Behaviour is improper behaviour which is unwelcome and inappropriate. It may happen once or continue over time. It can include:

- *Rude comments and swearing as well as spreading unfounded or misinformed rumors which damage peoples' reputations.*
- *Actions which invade privacy or personal property or unwelcome gestures.*
- *Displays or distribution of printed or electronic material which offends.*

Disruptive Conflict is defined as an ongoing dispute or a communication breakdown between two or more individuals which impacts their ability to work or participate productively and cooperatively in the Centre.

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Harassment or discrimination is any behaviour which demeans, humiliates, or embarrasses a person, and which a respectful person should have known would be unwelcome. It may be a single incident or continue over time. It includes:

- *Verbal abuse*
- *Actions such as touching or pushing*
- *Comments such as jokes and name calling*
- *Displays such as posters and cartoons*
- *Abuses of power such as threats or coercion*

There shall be no discrimination or harassment as defined by the **Manitoba Human Rights Code** which includes the following characteristics: ancestry, race, ethnic or national origin, political belief, religion, family status, sexual orientation, source of income, and physical or mental disability.

Violence is defined as *a threat which may include but is not limited to any act, gesture, or statement which may be interpreted as threatening or potentially violent. A violent act is one which causes or may cause physical harm to persons or damage to property. The Robert A. Steen Community Centre Inc. is committed to providing an environment safe from threats and violence for all Members. Any Member who engages in such acts will be subject to disciplinary action up to and including termination from Centre activities.*

It is expected all Members, patrons, volunteers, and employees will comply with this Respectful Environment.

MANAGEMENT OF DISRESPECTFUL BEHAVIOURS

Step 1: Resolving the Problem on Your Own

The person who objects to the unwelcome behaviour is encouraged to approach the other party directly and ask that the behaviour to stop. If it does not stop the person who objects proceeds to Step 2.

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Step 2: Problem Solving with the Centre's Assistance

The person who objects to the unwelcome behaviour should discuss the matter with the President of the Centre or designate. The President will discuss the issues with the individuals and attempt to resolve the matter. This step provides an opportunity to resolve issues without formal documentation. If the matter cannot be resolved, proceed to Step 3.

Step 3: Resolution of the Issue

The Board or designate will assess the circumstances surrounding the situation by obtaining information from the parties involved. It is the responsibility of the Board to obtain facts about the occurrence so it can respond to the allegation and take corrective action. In accordance with policies and the Manitoba Human Rights Code, the Board bears the responsibility of ensuring there is no violation of the principles of a Respectful Environment.

17.2 – DUTIES OF THE BOARD

The Board is responsible for the management of the affairs of the Centre. The duties will include but not be limited to the following:

- (a) maintain and improve the facilities of the Centre.
- (b) carry out the financial affairs of the Centre including the preparation of budgets, administration of funds, maintenance of records, and preparation of financial reports.
- (c) carry on any activities and exercise such powers as required to manage the Centre in an orderly fashion.
- (d) establish policies within the context of these By-laws to provide for the orderly operation of the Centre.
- (e) hire and supervise staff as required, or delegate to the Centre Manager
- (f) define the duties, responsibilities and powers of the Board Members and any other positions established by the Board.
- (g) provide delegates to and participate in the activities of the District Community Centres' Board and the General Council of Winnipeg Community Centres (GCWCC).
- (h) ensure the Centre will operate in accordance with the Operating Responsibilities as approved by the GCWCC and the City of Winnipeg.

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- (i) maintain a cooperative relationship with the City of Winnipeg in achieving the Mission and Goals of the Centre.

17.3 – MEMBERS OF THE BOARD

The Members of the Board of Directors shall be, but are not limited to:

- (a) President
 - (b) Vice-President(s)
 - (c) Secretary
 - (d) Treasurer
 - (e) Past President
 - (f) Communications Director
 - (g) Volunteer Coordinator
 - (h) Members-at-large
- to a maximum of 20 Directors in total.

17.4 – BOARD OF DIRECTORS’ SPECIFIC DUTIES AND RESPONSIBILITIES

A. PRESIDENT

1. Shall preside as Chair at all Board of Director, Executive, Special Meetings, and the Annual General Meeting; call the meetings and prepare agenda.
2. In conjunction with the Manager, shall generally supervise the affairs of the Centre.
3. In conjunction with the Secretary and Vice-President, and with the approval of the Board, shall decide the manner in which any agreements, letters or other documents shall be signed.
4. Shall be an “ex-officio” member of all committees.
5. In conjunction with the Manager, shall take requests for the use of the Centre, facilities, or equipment. The President will discuss with the Executive if permission is to be granted.
6. Shall appoint a Nominating Committee who will prepare, with the consent of the nominees, a slate of Executives for the coming year.
7. Shall provide guidance to the Directors/Board Members in the performance of their assigned duties and shall be responsible for the same.

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8. Shall act as liaison with the Community Services Department in all matters pertaining to the operation of the Centre.
9. Shall instruct, as required, the Chairperson on the various committees, on the decisions arrived at during any Executive meetings.
10. Shall act as one of the two signing authorities for the Centre.
11. Shall act as the Centre's official representative at special functions or community meetings or delegate the same.
12. When chairing a meeting, shall vote only to break a tie.
13. Shall be responsible for presenting a written report of the year's activities of the Centre at the AGM.
14. Shall act as Past President for a one-year term following presidency.
15. Shall ensure all Centre's books are audited annually.
16. Shall ensure the Board adheres to its Constitution and By-laws.
17. Shall encourage Board Members to participate in meetings and activities.
18. Shall keep the meetings' discussion on topic, for example by summarizing issues.

B. VICE-PRESIDENT

1. Shall preside over meetings in the absence of the President.
2. Shall assist the President in performing duties as requested.
3. Shall serve on special committees as requested.
4. Shall learn the duties of the President and keep informed on key issues.

C. SECRETARY

1. Attends all Executive, Board, Special, and Annual General Meetings.
2. Assists the President in preparing for meetings as required.
3. Records attendance of the Board Members at each meeting.
4. Records an accurate report on the proceedings at the meetings.
5. Distributes the meetings' minutes to the members of the Board in a timely manner.
6. Ensures a copy of the approved meetings' minutes are kept in the Centre's Minute Record Manual.
7. Prepares correspondence and performs other secretarial duties as required or requested by the President.

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8. Prepares and distributes an up-to-date Board Member List (including title, name, mailing address, e-mail address and phone number) to the Board and the Centre's Manager.
9. Ensures sufficient copies of the agenda, minutes, and committee reports are available at the Centre's AGM.
10. Ensures all members of the Board receive a copy of the Centre's Constitution and By-laws and Policy statements.
11. Receives and reads all correspondence and brings it to the attention of the appropriate officer.
12. In the absence of the President or Vice-President, chairs Board meetings until the election of an alternate President and/or Vice-President occurs.

D. TREASURER

1. In conjunction with the Manager, keeps accurate financial records of the Centre; keeps a general ledger on an up-to-date basis, cross-referenced with monthly balances, and balanced to the bank statement at the end of each month.
2. In conjunction with the Manager, ensures all supporting documentation is kept on file; receipts, bank statements, cancelled cheques, invoices, and deposit slips.
3. Provides a monthly financial report to the Board.
4. In conjunction with the Manager, at year end, prepares all accounts to be presented to the auditor for the yearly review.
5. Presents an annual financial report at the AGM.
6. Chairs the Finance Committee (where one is in place).
7. With the President and other members of the Board, prepares and presents a budget for presentation at the AGM.

E. PAST PRESIDENT

1. Acts as a resource person, assisting the President as required.
2. Sits on various committees as required.
3. Chairs the Nominating Committee.
4. Assists with Board training.
5. In the event this position becomes vacant during the year, it shall not be filled. It will remain vacant until there is another Past President.

F. COMMUNICATIONS DIRECTOR

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1. Chairs the Communications Committee (where one is in place).
2. In conjunction with the Manager or designate, produces the Centre's Newsletter.
3. Promotes the Centre's programs and activities in a manner which generates a positive impression of the Centre via newsletters to schools, radio, television, email, posters, bulletins, newspaper articles, ads, etc.
4. Arranges for notices of the AGM and Special Meetings to be advertised as determined by the Board.
5. Arranges for any other required advertisement for special events as requested.
6. Maintains a file of publicity information, posters, articles, and contracts.

G. MINI SOCCER CONVENOR

1. Chairs the Mini Soccer Committee (where one is in place).
2. Represents, or designates someone to represent the Centre at area and district soccer associations.
3. Advises the Board of information on the soccer program arising from meetings attended with the area and district soccer associations; advises and seeks guidance from the Board with regard to voting on specific soccer issues.
4. Is responsible for registration and collection of fees; players may not be added to team rosters until they have completed a registration form, consent form, and paid their registration fees to the Centre.
5. Is responsible for placing players on teams.
6. Assigns players to other community centres and/or accepts transfers of players from other centres when required.
7. Ensures coaches have received a schedule of practices and games.
8. Ensures the Centre receives a master copy of all game schedules at the start of the season.
9. Ensures the Centre receives copies of all team rosters once teams have been set. Advises the Centre on changes or updates to team rosters at any point during the season.
10. Is responsible for ensuring all teams have proper managers and coaches.

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11. Sets up coaches meetings to advise them of the goals and objectives of the Centre's soccer program, and the Centre's policies.
12. Ensures all coaches and managers have been appropriately screened.
13. Acts as the direct liaison with coaches and managers as necessary.
14. Communicates with parents regarding concerns or issues.
15. Is responsible for issues, matters or calls with respect to the Mini Soccer Program.
16. Collaborates with the Board and Manager to develop a budget on a year-to-year basis.
17. Reports matters pertaining to the Mini Soccer Program to the Board.
18. Ensures sufficient equipment for all teams is available in a particular season.
19. Keeps accurate records of equipment distribution to teams.
20. Maintains accurate inventory of all soccer equipment belonging to the Centre.
21. Is responsible for ordering T-shirts for all Mini Soccer teams.
22. Evaluates the registration fees on a year-to-year basis.
23. Supervises the collection of equipment; ensures all coaches return equipment to the Centre at the end of the season.
24. Ensures arrangements have been made for the year end Mini Soccer Jamboree, trophies, and pictures; collaborates with the Centre to order food and entertainment, and to plan the event schedule.
25. Advises the Communications Director, where one is in place, of all events.

H. SOCCER CONVENOR

1. Chairs the Soccer/Indoor Soccer Committee (where one is in place).
2. Represents, or designates someone to represent the Centre at area and district soccer associations.
3. Advises the Board of information on the Soccer Program arising from meetings attended with the area and district soccer associations; advises and seeks guidance from the Board with regard to voting on specific soccer issues.

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4. Is responsible for registration and collection of fees; players may not be added to team rosters until they have completed a registration form, consent form, and paid their registration fees to the Centre.
5. Is responsible for placing players on teams.
6. Aligns teams with registrars of other community centers under the direction of the appropriate soccer associations.
7. Assigns players to other community centres and/or accepts transfers of players from other centres when required.
8. Ensures coaches have received a schedule of practices and games.
9. Ensures the Centre receives a master copy of all game schedules at the start of the season.
10. Ensures the Centre receives copies of all team rosters once teams have been set; advises the Centre on changes or updates to team rosters at any point during the season.
11. Is responsible for ensuring all teams have proper managers and coaches.
12. Sets up coaches meetings to advise them of the goals and objectives of the Centre's Soccer Program, and the Centre's policies.
13. Ensures all coaches and managers have proper certification.
14. Acts as the direct liaison with coaches and managers as necessary.
15. Communicates with parents regarding concerns or issues.
16. Is responsible for issues, matters or calls with respect to the Soccer Program.
17. Collaborates with the Board and Manager to develop a budget on a year-to-year basis.
18. Reports matters pertaining to the Soccer Program to the Board.
19. Ensures sufficient equipment for all teams is available in a particular season.
20. Keeps accurate records of equipment distribution to teams.
21. Maintains accurate inventory of all equipment belonging to the Centre.
22. Evaluates the registration fees on a year-to-year basis.
23. Supervises the collection of equipment; ensures all coaches return equipment to the Centre at the end of the season.
24. Ensures arrangements have been made for team pictures.

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25. Advises the Communications Director, where one is in place, of all events.

I. HOCKEY CONVENOR

1. Chairs the Hockey Committee (where one is in place).
2. Represents, or designates someone to represent the Centre at Area Minor Hockey Associations.
3. Advises the Board of information on the hockey program arising from meetings attended with the Area Minor Hockey Associations; advises and seeks guidance from the Board with regard to voting on specific hockey issues.
4. Is responsible for registration and collection of fees; players may not be added to team rosters until they have completed a registration form, consent form, and paid their registration fees to the Centre.
5. Is responsible for placing players on teams.
6. Aligns teams with registrars of other community centres under the direction of the Area Minor Hockey Associations.
7. Assigns players to other community centres and/or accepts transfers of players from other centres when required.
8. Ensures coaches have received a schedule of practices and games.
9. Ensures the Centre receives a master copy of all game schedules at the start of the season.
10. Ensures the Centre receives copies of all team rosters once teams have been set; advises the Centre on changes or updates to team rosters at any point during the season.
11. Is responsible for ensuring all teams have proper managers and coaches.
12. Sets up coaches meetings to advise them of the goals and objectives of the Centre's Hockey Program, and the Centre's policies.
13. Ensures all coaches and managers have proper certification.
14. Acts as the direct liaison with coaches and managers as necessary.
15. Communicates with parents regarding concerns or issues.
16. Is responsible for issues, matters or calls with respect to the Hockey Program.

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17. Collaborates with the Board and Manager to develop a budget on a year-to-year basis.
18. Reports matters pertaining to the Hockey Program to the Board.
19. Ensures sufficient equipment for all teams is available in a particular season.
20. Keeps accurate records of equipment distribution to teams.
21. Maintains accurate inventory of all equipment belonging to the Centre.
22. Evaluates the registration fees on a year-to-year basis.
23. Supervises the collection of equipment; ensures all coaches return equipment to the Centre at the end of the season.
24. Ensures arrangements have been made for team pictures.
25. Advises the Communications Director, where one is in place, of all events.

J. VOLUNTEER COORDINATOR

1. Chairs the volunteer Committee (where one is in place).
2. Identifies with the Board where volunteers are needed in the Centre.
3. Assists in recruiting, interviewing, and selecting volunteers for Centre programs.
4. Maintains a database of volunteers in accordance with the Personal Information Protection and Electronic Documents Act (Canada).
5. In cooperation with Centre staff, provides orientation and training for volunteers.
6. Provides on-going support and training of volunteers.
7. Reports at Board meetings on the operation of the Volunteer Program.
8. Maintains appropriate files and records on Volunteer Program operation.

K. MEMBER-AT-LARGE

1. Attends Board meetings, Special Meetings, and the AGM.
2. Assists the Board and the Committees where needed.

17.5 – FORMATION OF COMMITTEES

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17.5.1 The Board may appoint standing committees as deemed necessary, including:

- (a) Executive Committee which, if created, is to be made up of four of the following: President, Vice-President, Secretary, Treasurer, Past President.
- (b) Finance Committee which, if created, is to be chaired by the Treasurer.
- (c) Program Committee which, if created, is to be chaired by any member of the Board.
- (d) Carnival Committee which, if created, is to be chaired by a Member-at-large.
- (e) Volunteer Committee which, if created, is to be chaired by the Volunteer Coordinator.
- (f) Communications Committee which, if created, is to be chaired by the Communications Director.

17.5.1.1 The Chair of all standing committees must be a member of the Board.

17.5.2 Members may form committees to fulfill the needs of the Centre.

17.5.2.1 While such committee exists, a committee member shall report to the Board on the progress of the committee.

17.5.3 The Board may form special committees, as it see fit, which will carry out such duties as delegated by the Board.

17.5.4 Any member of the Centre may belong to or chair a special committee.

17.5.5 If in the interests of the Centre, a non-Member may belong to a committee.

17.5.6 The Membership of all committees and their authority and terms of reference will be at the discretion of the Board of Directors, providing the restrictions in these By-laws are respected.

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17.6 – PROGRESSIVE DISCIPLINE POLICY

This policy provides guidelines for the Centre and the Board to take action with employees who are underperforming or improperly performing their duties. The Centre Manager is responsible for the discipline of Centre employees and with reporting of activity to the Board at Board meetings. The Board is responsible for the discipline of the Centre Manager.

Step 1:

When it is found the employee is neglecting his/her duties, an oral or written warning may be appropriate. Clarify the expectations of the job.

Step 2:

Give the employee time and opportunity for improving job performance. Set specific time frames and performance goals.

Step 3:

If performance still has not improved, a written warning may be given of what will happen if the work does not improve. Again, give time frames and performance goals.

Step 4:

Review performance. If performance still has not improved, suspension of the employee may be considered. At the discretion of the employer, suspension may be one day, two days, or three days, and may be with or without pay.

Step 5:

Review performance. If work does not improve and the problems continue, the employee may be dismissed.

17.7 – FACILITY USE POLICY FOR SPORTS TEAMS

This policy defines when a team pays for facility usage, the rate of pay, the amount of time available, and the availability of the facility.

Definitions:

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R. A. Steen Hosted Team – A team hosted by the R. A. Steen Community Centre (the Centre) and wears an R. A. Steen jersey. A portion of each player's registration fee is paid to the Centre by the sport association or by the player.

Non Hosted Team – A team hosted by another community centre or sport association. No registration fee is paid to R. A. Steen.

Player – A participant (18 years of age or under) registered through the Centre, another centre, or area association and assigned to a sports team.

Team Gymnasium Time Slot – A one hour period of gymnasium space set aside for team use per week. The time slot will be available within regular Centre hours.

Team Ice Rink Time Slot – A one hour period of ice rink space set aside for team use per week. The time slot will be available within regular Centre hours.

Guidelines:

R. A. Steen Hosted Teams

1. R. A. Steen hosted teams will not be required to pay facility rental for a team gymnasium time slot or, in the case of a hockey team, two team ice time slots per week.
2. The coach or manager of the hosted team is responsible to arrange with the Centre manager the team gymnasium time slot and the team ice rink time slot.
3. The date range for the time slots must be within the time frame of the sport's season. E.g., Hockey during the hockey season, Indoor Soccer during the indoor soccer season, Basketball during the basketball season.
4. If there are less than three hosted teams utilizing the gymnasium time slot, the manager, at his discretion, may increase the gymnasium to a maximum of two hours per week.
5. If there are less than three hosted teams utilizing the ice rink time slot, the manager, at his discretion, may increase the ice rink time to a maximum of two hours per week.

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Non Hosted Teams

1. Non hosted teams may rent a team gymnasium time slot. Standard facility rental rates will apply.
2. Non hosted teams may book team rink time slots. Standard facility ice rink rates may apply.
3. The coach or manager of the non hosted team is responsible to arrange with the Centre manager the team gymnasium time slot and/or the team ice rink time slot.

ARTICLE 18 – INDEMNIFICATION

Every Director of the Centre or other persons who may incur any liability on behalf of the Centre and his/her heirs, executors, administrators and estate, respectively, shall at all times be indemnified and saved harmless out of the funds of the Centre from and against:

- (a) all costs, charges and expenses whatsoever which such Director or other person sustains or incurs in or about any action, suit or proceeding which is brought or prosecuted against him /her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his/her office except such costs, charges, or expenses or actions as are occasioned by his/her own willful neglect.
- (b) all other costs, charges, and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his/her own willful neglect.

ARTICLE 19 – DISSOLUTION

Members do not have and cannot have any personal interest in the Centre's property. Should the Centre be dissolved or disbanded, any assets left after all liabilities have been satisfied must be turned over to the City of Winnipeg.

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ARTICLE 20 – INTERPRETATION

In the event of any dispute as to the meaning of any article heretofore or hereafter passed, the interpretation of the Executive shall be final and conclusive.

STATEMENT OF APPROVAL

This Constitution and these By-laws approved at the Annual General Meeting held on _____, 20____ supercede all previous Constitutions and By-laws.

President

Secretary

No proposed changes at the April 14th, 2016 RASCC AGM