

Riverview Community Club Inc.
By-Laws
February 1999

(being part of the Constitution, By-laws, Rules and Regulations of the above Association)

1.0 Powers and Duties of the Board Members of the Riverview Community Club.

- 1.1 The **Past President** assists the President when called upon and chairs the Nominating Committee.
- 1.2 The **President** chairs General Meetings and meetings of the Board, is a member ex officio of all Committees and sub-committees, sees that all members of the Board perform their assigned duties, and generally supervises the affairs of the Centre. The President also acts as liaison with the GCWCC and the City Centre Community Centres' Board.
- 1.3 The **Vice President** assists the President when called upon, assumes the President's duties and presides at meetings in the President's absence.
- 1.4 The **Treasurer** receives funds and keeps appropriate records of assets and liabilities; places funds in a bank, trust company or credit union designated by the Board; pays bills from the Centre's funds; submits a financial report at each Board meeting; and prepares a final financial report to be presented at the Annual General Meeting.
- 1.5 The **Secretary**, with the President, established the agenda for and takes minutes of all General Meetings and Board meetings, is responsible for the entire Centre's correspondence, and prepares a final report of each year's activities, including reports from other Board members.
- 1.6 The **Canteen Coordinator** stocks and operates the Canteen.
- 1.7 The **Volunteer Coordinator** encourages volunteerism at the Centre, maintains lists of possible volunteers to help with Special Events, Canteen, Fund Drive, and Sports.
- 1.8 The **Buildings, Grounds & Ice Convenor** conducts first line maintenance of the building and grounds, acts as a liaison with the City of Winnipeg; works with the Centre's caretaker to maintain the buildings; has responsibility for all keys to the Centre.
- 1.9 The **Fund Drive Coordinator** organizes and supervises an Annual Drive to raise funds to support the Centre's activities. This includes direct communication with the City of Winnipeg in the process of this organization.
- 1.10 The **Sports Director** organizes, supervises and promotes the entire sports program; assists in scheduling of all sports, assists in collection of all sports registration fees, conducts all field allocations and appoints convenors for Hockey, Soccer, Baseball, and Equipment.
- 1.11 The **Special Events (Adult) Coordinator** receives, approves and administers proposals for programs and special events for adults at the Centre. (e.g. 4 on 4 hockey tournament, Baseball Tournaments, Volleyball Tournaments).
- 1.12 The **Special Events (Children) Coordinator** receives, approves and administers proposals for programs and special events for children at the Centre. (e.g. Santa Visit, dances, tournaments, etc.)
- 1.13 The **Reflector Editor** edits, produces and circulates the "Riverview Reflector"; advises the Board and all Committees on publicity; maintains and secures Board approval for a Publishing Policy for the bulletin.
- 1.14 The **Reflector Advertising Coordinator** solicits advertisers for the "Riverview Reflector" and collects payments for the advertisements.
- 1.15 The **Sports Convenor (Soccer, Baseball, Hockey)** attends all league meetings for their respective sports, enters teams into the league, assigns coaches and managers, acts a liaison between coaches and parents, assists in issuing and retrieving of all issued equipment at each season's end; reviews all spending proposals so as to keep them within budget limits and submits any fund raising proposals to the Board for approval.
- 1.16 The **Equipment Convenor** purchases, issues and retrieves all sports equipment with the assistance of the specific sport convenor. The Equipment Convenor is also responsible for maintenance and disposal of equipment and assisting with the annual inventory count in October.
- 1.17 The **Good Neighbour Groups Representative** is appointed by the Good Neighbour Groups and acts as a liaison between the Centre and the Good Neighbour Groups.
- 1.18 The **Riverview Ashland Daycare Representative** is appointed by the Daycare and acts as a liaison between the Centre and the Daycare

2.0 Standing Committees

- 2.1 Personnel Committee
This Committee shall consist of the following: President, Vice-President, Secretary, and Treasurer. This committee is in charge of personnel issues of the paid employees. The Buildings, Grounds and Ice Convenor may be asked to join this committee when dealing with the Caretaker or Grounds person.
- 2.2 Grants Committee
This Committee shall consist of the following: President, Vice-President, Secretary, and Treasurer. The function of this committee is to apply for grants approved by the Board.

- 2.3 Nominating Committee
This Committee shall consist of the following: Past President as Chairman, and three others appointed by the Board. The Board shall give consideration to appointing some non-Board members.
Functions: to ensure that suitable candidates are available for all elected positions and wherever possible, that more than one candidate is available for each elected position.

3.0 Policies

- 3.1 Sports Policy
- 3.1.1 The reason for providing sports at Riverview Community Centre is to give children and adults of the area an opportunity for athletic exercise and a chance to create and build lifetime athletic skills.
 - 3.1.2 The success of a sport, program or team will be judged solely of the number of community members participating and on the amount of participation each member is able to have. In particular, resources will be allocated according to these criteria only.
 - 3.1.3 Financially, the Community Centre shall be responsible for all capital (fixed) expenditures. The Sports Committee shall, through user fees or other fund-raising activities, be responsible for all other expenditures, essentially per-capita charges (league fees, ice or field rentals, uniforms, non-permanent supplies, etc.)
 - 3.1.4 The Sports Director shall operate the entire sports program of the Riverview Community Centre, both league and casual.
 - 3.1.5 The Sports Director shall, at least once a year, check the community to see if there is interest in new sports. If sufficient interest is shown, the Sports Director shall bring a recommendation to the Board for approval.
 - 3.1.6 The Sports Director shall set fees for all sports, using the expenses of that sport as a guide. The Director shall promptly present all fees to the Board for approval.
- 3.2 Advertising Policy - Free ad space will be provided to the following:
- 3.2.1 Riverview residents for typical household buy/sell notices in the "classified ad" section.
 - 3.2.2 Churches, schools, day cares and service clubs located within the Reflector distribution area. Each organization will have one quarter page ad per year, plus insertions in the "Community Notices" section each month. Additional larger ads for special events will be considered subject to the availability of space, at the discretion of the Editor.
 - 3.2.3 Other non-profit groups, as space permits, on a one-time basis for events that are relevant to the Riverview area.
 - 3.2.4 Club affiliated organizations "as required".
- Paid Advertising - Any individual or firm, other than those listed above, who wishes to use the Reflector to advertise goods, services, etc. will be invoiced at published rates.
- 3.3 Signing Authority Policy
All cheques must be signed by two of three of the following: President, Vice President or Treasurer. Signing authority may not be given to two members of the same household. If this will occur, the Secretary will be asked to be one of the signing officers.

Ken Land, President

Date

Barbara Ediger, Secretary

Date