

Recreation PEI Inc.

Constitution and Bylaws

Last Amended June 2019
Incorporation November 2009

Recreation PEI Inc.

CONSTITUTION

ARTICLE I

This organization shall be known as Recreation PEI Inc. Short Name shall be known as the Rec PEI. Recreation PEI Inc. shall hereinafter be referred to as the Association.

ARTICLE II

The Association shall be a non-profit organization without share capital. The Association shall be carried on without pecuniary gain to its members, its directors shall serve without remuneration and any profits shall be used in promoting its purposes and objects.

ARTICLE III

Purposes:

To promote, coordinate, and encourage all facets of recreation, physical activity, facilities and parks in Prince Edward Island; to enhance the opportunities for all Islanders to live healthy, active lifestyles; to increase public and political awareness of detrimental effects of physical inactivity in the Prince Edward Island.

Objectives:

1. to provide the opportunity for everyone involved in the field of recreation, physical activity, facilities and parks to meet, to present their views and concerns, to discuss and exchange ideas, methods, and techniques.
2. to offer leadership development for managers, volunteers, and practitioners through conferences, seminars and workshops based on the interest of its members.
3. to play an advocacy role in the expression of the needs and interests of our members.
4. to provide a channel of communication and information concerning new ideas, resources, [financial, human, etc.] methods and techniques in the field of recreation, physical activity, facilities and parks by means of a newsletter and/or bulletin.
5. to provide recognition to those who have made a contribution to the field of recreation, physical activity, facility operations and parks.
6. to promote general interest among recreation, physical activity, facility, and parks professionals and/or other representatives in the successful operation of their respective areas of interest.
7. to develop a strong partnership with appropriate organizations and associations.

ARTICLE IV

Powers/area of Jurisdiction:

1. The Association shall exercise the following powers:
 - (a) to acquire funds, whether through grants or otherwise, to assist the Association with its purposes and objects.
 - (b) to hire or otherwise employ persons to assist the Association in the fulfillment of its purposes and objects.
 - (c) to enter into any arrangements with any Government authority, municipality, local or otherwise that may seem conducive to the Association's objects and to obtain
 - (d) from any such government authority any rights, privileges, concessions which the association may think it desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
 - (e) to do all such acts or things as are incidental or conducive to the attainment of the object and to exercise all and every power set forth in Section 15(1) of the Companies Act, RSPEI 1988, Chapter C-14.
- 2 The operation of the Association is to be carried out mainly within the Province of Prince Edward Island.

ARTICLE V

Dissolution:

In the event of the dissolution of the Association, the Executive Committee shall disperse all funds after the payment of all debts and liabilities to one or more charitable organizations.

Recreation PEI Inc.

BYLAWS

ARTICLE I

MEMBERSHIP

SECTION A – Good Standing

1. A member shall be deemed to be in good standing provided membership dues, as prescribed by the Association, have been paid.

SECTION B Membership Classification and Fees

1. Membership classification and fees are listed in an appendix reference and will be approved at each AGM for the following year.

SECTION C How Members may Withdraw

1. Any member may terminate membership in the Association by notifying the Board of Directors in writing to that effect.

SECTION D How Members may be Removed

Member may be removed by a 50% plus one majority, if the member's objectives, purposes and goals are no longer similar to the Association.

SECTION E CPRA Membership

1. The Board of Directors shall negotiate agreements with the Canadian Parks and Recreation Association on behalf of the membership after a consultation process has taken place with the membership.

SECTION F Voting Privileges

1. The right to vote shall be as outlined in ARTICLE 1- Section A.
2. Only members in good standing shall be entitled to be represented or vote at any meeting of the Association. Members in good standing must have paid their membership dues.

ARTICLE II

OFFICERS AND DIRECTORS

SECTION A - Officers and Directors

1. The officers and directors of the Association shall form the Board of Directors:
 - (a) Immediate Past President
 - (b) President]
 - (c) Vice President
 - (d) Secretary
 - (e) Treasurer
 - (f) Directors (6)
 - (g) Government Liaison [ex-officio]
 - (h) Executive Director [ex-officio]

Normally at one time, no more than six (6) of the Officers and Directors shall be either professionals or volunteer, as defined below.

* Volunteer is defined as a person who is not currently employed in the field of recreation, physical activity, facilities or parks.

* Professional is defined as a person who is currently employed in the field of recreation, physical activity, facilities or parks.

2. Terms of Office

- (a) The President and Vice President will be elected for two-year terms in opposite years of the Secretary and Treasurer. There is no prerequisite experience required for President or Vice-President and no requirement to follow a path from Vice-President to President.
- (b) The Secretary, Treasurer and Directors (Committee Chairs) will be elected for two year terms.
- (c) The Secretary, three committee chairs and the director at large will be elected in even numbered years (example 2010) and the Treasurer and other three committee chairs will be elected in uneven numbered years (example 2011).
- (d) The election of officers and directors will be held at Annual Meetings.
- (e) Only members in good standing shall hold office.
- (f) The existing officers and directors shall be eligible for re-election. If any of such officers are unable to be present at the Annual General Meeting, he/she must signify his/her acceptance of nomination by letter.
- (g) Any vacancies, which occur between the Annual General Meetings, may be filled by the Board of Directors which shall be for the duration of the current term.

SECTION B - Duties of Board of Directors

1. The officers and directors shall comprise the Board of Directors for the Association.

2. The Board of Directors shall carry on the general business of the Association.
3. The Board of Directors may employ staff whose duty shall be to conduct the routine business of the Association. The Board shall determine the working conditions, salary and duties of all staff.
4. The Board of Directors shall have the authority to appoint or name any committee deemed necessary to carry out the business of the Association.
5. The Board of Directors must meet at least four times in each year and at such time and place as the President may direct. The President may call additional meetings at his/her own discretion or upon request in writing from four members of the board.
6. The Board of Directors shall have power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations or otherwise, so far as not already herein provided expressly for.

SECTION C - Duties of Officers and Directors

1. President: The president shall preside at all meetings of the Association and of its Executive Board. He/she shall be responsible for the proper observance at all times of the Constitution and Bylaws and shall arrange for such meetings as may be deemed necessary for the advancement of the objectives of the Association.
2. Vice President: In the event the president becomes unable to execute his/her duties, the Vice President shall assume the duties of the president until the election at the next Annual General Meeting.
3. Immediate Past President: The Immediate Past President shall be Chairperson of the Awards and Nomination Committee.
4. Secretary: The Secretary shall ensure that accurate records of all minutes are kept at all times. The Secretary shall ensure that executive members are notified of all meetings at least one week in advance of the meeting.
5. Treasurer: The Treasurer shall ensure that accurate records of all receipts and disbursements of the Association are kept at all times. The Treasurer shall have presented a financial statement for each meeting of the board. The Treasurer shall have prepared by an accounting firm or approved Bookkeeping Service, for the presentation to the membership, a financial statement each year to the Annual General Meeting of the Association.

SECTION D - Duties of the Executive Committee

1. The Executive Committee shall be composed of the Immediate Past President, President, Vice President, Secretary and Treasurer.
2. A majority of the Executive Committee shall constitute a quorum.
3. All actions of the Executive Committee shall be subject to review by the Board.
4. The Executive Committee shall manage the affairs of the Association between meetings of the Board.
5. Meetings of the Executive Committee shall be held from time to time at the call of the President, or at the request of any two [2] members of the Executive Committee.
6. Any member of the Executive Committee who is not a duly elected member of the **Board shall not have voting privileges on the Executive Committee.**

SECTION E – Duties of Other Committees

1. There will be standing committees and/or ‘ad hoc’ committees which will deal with the following areas.
 - Advocacy
 - Communication & Promotion
 - Programs (Physical Activity and Recreation)
 - Facility Operation and Training
 - Leadership and Partnership
 - Parks, Playgrounds, Fields and Trails
2. The duty of committees is to provide input and direction on their respective areas, to the Board.

ARTICLE III

MEETINGS

SECTION A - Annual General and Special Meetings

1. The Annual General Meeting shall be held annually within ninety (90) days after the end of each fiscal year, at a place and date to be determined by the Board of Directors, and notice of each annual meeting shall be sent to all members [14] days prior to the annual meeting.
2. Special General Meetings of the Association may be called on the order of the president or on the request of any one third of the members of the Association, setting forth the objects of such a meeting which must be held within fourteen [14] days of receipt of such a request.
3. The order of business at the Annual General Meeting, or Special General Meeting, shall be arranged by the Executive Committee and is to be sent to all members fourteen [14] days prior to the meeting.
4. A quorum at the Annual General Meeting, or Special General Meeting, shall consist of those members in attendance in reference to Article V of the Constitution and a majority of the Executive.

SECTION B - Board of Directors Meetings

1. The Board of Directors the Association shall meet a minimum of four times in addition to the Annual General Meeting of the Association.
2. A quorum at any Board of Directors Meeting shall consist of the President, Vice President or Immediate Past President in the chair, plus any four voting members of the board.

ARTICLE IV

FISCAL YEAR AND MANAGEMENT

SECTION A

1. The fiscal year of the Association shall run from April 1 to March 31.
2. The Board of Directors shall make an annual report and present properly prepared financial statements of the association to the members at the Annual General Meeting. The Board of Directors may appoint an auditor.
3. The President, the Treasurer, and Executive Director shall have signing authority for the association. At least two signatures are required. Any two of the President, the Vice-President, the Secretary and the Treasurer will sign cheques made out to the Executive Director.

ARTICLE V

CONSTITUTION AND BYLAWS AMENDMENTS

SECTION A

1. Amendments to the Constitution and Bylaws must be voted upon at an Annual or Special General Meeting of the Association.
2. Notice of Motion of proposed amendments must be presented to the Board of Directors and the membership, at least fourteen [14] days prior to such a meeting.
3. A quorum of 50% plus one of voting members must be in attendance at an Annual or Special General Meeting to vote on a constitutional amendment. There must be a favourable majority vote of 50% plus one to pass a constitutional amendment.

ARTICLE VI

PARLIAMENTARY AUTHORITY

SECTION A

1. Robert's Rules of Order shall be followed for all meetings of the Association and the Executive Board.

APPENDIX 1

ORGANIZATIONAL CHART

Members

Local and Regional (Grass Roots)

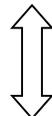
Physical Activity, Facility and Parks Professionals and Volunteers



Board of Directors*



Executive*



Committees*

*Section A, B, C, D, E of by-laws define duties

APPENDIX 11

Committees

Advocacy, Promotion & Communication

Programs Committee (Physical Activity & Recreation)

Facility Operation and Training

Leadership and Partnership

Parks, Fields, Playgrounds, Trails