

COUNCIL OF COMMUNITY SERVICES

of  
EDMONTON AND DISTRICT

OBJECTS AND BY-LAWS

For presentation to the Annual Meeting, May 27th, 1961.

COUNCIL OF COMMUNITY SERVICES OF EDMONTON AND DISTRICT

**NAME:** The name of the organization shall be the Council of Community Services of Edmonton and District.

**OBJECTS:** The objects of the Council of Community Services of Edmonton and District (hereinafter called the Council) are:

1. To contribute to the general well-being of the residents of the community by planning, developing, and instituting, in cooperation with interested individuals, agencies, organizations, and departments of all levels of government, effectual, efficient and adequate programs for the attainment and maintenance of the highest practical standards in the provision of health, welfare and recreational services.
2. To provide a vehicle and a nucleus for facilitating the cooperation by, and division of responsibilities between, its member organizations and departments in establishing and discharging their respective responsibilities.
3. To survey, examine and analyze and report upon the social needs of the community from time to time for the purpose of assessing and evaluating the adequacy, effectiveness and efficiency of the services then provided, and when necessary initiate and/or assist in the provision of new and/or additional services.
4. To encourage and facilitate cooperation among all social agencies, organizations and departments serving the community in order that:
  - (a) each member agency, organization, and department is guided into areas of service where its particular interests, experience and qualifications may be most effectively employed; and
  - (b) unnecessary overlapping of services or duplication of effort may be eliminated; and
  - (c) working agreements may be negotiated to minimize conflict between agencies, organizations, and departments in the prevention, control and solution of social problems requiring the attention and service of more than one agency, organization or department.
5. To institute and execute a continuing program of public education
  - (a) to promote understanding and awareness of the social needs of the community, and the underlying philosophies on which services are based;
  - (b) to ensure that those who require assistance know what services are available and where and how they may be obtained;
  - (c) to stimulate public interest in and support for the work of its member agencies, organizations and departments.
  - (d) to encourage and promote the recruitment of suitable and capable individuals, both professional and voluntary, to insure the leadership and personnel essential to the attainment of these objects.

6. To cooperate with and give assistance to The United Community Fund of Greater Edmonton and other fund-raising organizations and interested departments of all levels of government by study, analysis, research, evaluation and reports and recommendations relating to the social needs of the community, in the areas of service coming within the scope of the Council.
7. To carry out research and conduct experiments in all or any fields or areas of social service either at the request of any member agency, organization or department, The United Community Fund of Greater Edmonton, or on its own initiative, and in particular to conduct such studies and/or research as may be necessary in order to anticipate the future needs of the community or to prevent, control or find solutions to any social problem.

**GEOGRAPHICAL AREA:**

The area to be served by the Council shall include all of the city of Edmonton and adjacent communities, and such other municipalities and communities as may be determined from time to time by the Board of Directors.

**BY-LAWS**

**MEMBERSHIP:**

1. Organizations - membership in the Council shall be extended to voluntary organizations and tax-supported bodies engaged in the broad fields of health, welfare, recreation and to organizations operating within the area of the aims and objects of the Council.
2. Member agencies and organizations shall annually name two delegates as voting representatives at meetings of the Council. Voluntary organizations having employed staff shall not name more than one such staff member as a delegate.
3. Individual - membership in the Council shall be extended to individuals who by reason of interest and experience can contribute to the realization of the objects of the Council. Such individual membership shall not exceed 25% of the voting delegates of the Council.
4. Membership in the Council shall be obtained by application or invitation, and all such applications for membership shall be subject to the approval of the Board of Directors. Individuals and organizations admitted to membership shall continue to be members so long as they meet membership requirements. The Board of Directors from time to time may establish conditions of and qualifications for membership.
5. The Council may assess membership fees by a majority vote at any annual meeting.

MEETINGS OF THE COUNCIL:

Annual Meeting:

The annual meeting of the Council shall be held not later than the 31st day of May of each year. At such annual meeting, the Board of Directors shall report on the year's activities; the financial statement shall be given; auditors appointed; and the election of new members of the Board shall be held.

General Meetings:

General meetings of the Council shall be held not less than three times during the year. Such meetings shall be called by the Board of Directors.

Special Meetings:

Special meetings of the Council may be called by the Board of Directors or by the President of the Council from time to time. Special meetings may also be called by the President or Executive Director, on the written request of ten members of the Council.

Notice of Meetings:

Council membership shall be given fourteen days notice of annual and general meetings of the Council. Seven days notice shall be required for the calling of special meetings.

Quorum:

A quorum for meetings of the Council shall be twenty-five voting members in good standing.

Voting:

A majority of votes of the members present at any meeting of the Council shall decide any question coming before the meeting.

BOARD OF DIRECTORS:

The Board of Directors shall consist of not less than twenty-one and not more than twenty-four members elected by the voting members of the Council. Six additional directors shall be appointed annually for a one year term by the United Community Fund Board of Directors. The immediate past president in the event he is not eligible by reason of terms of service, shall be an additional member of the Board. Each elected member of the Board of Directors shall hold office for a term of three years. One-third of such members shall be elected each year at the annual meeting of the Council. A member of the Board having served as a director for two consecutive terms, shall not be eligible for re-election until one year has elapsed.

Appointees to the Board of Directors of the United Community Fund who are not members of the Council Board shall be ex-officio members of the Council Board of Directors.

In the event of withdrawal or removal of any member from the Board of Directors, the Board shall be empowered to fill such vacancy for the remaining portion of the term.

The management of the business and affairs of the Council shall be vested in the Board and the Board shall be competent to exercise all or any of the authorities, powers and discretions and do all such acts and things as the Council is authorized to exercise and do and may delegate any of its powers to the Executive Committee (except such powers as are herein specifically to be exercised by the Board) and may from time to time revoke such delegation. The Executive Committee, shall, in the exercise of the powers so delegated, conform to the regulations that may from time to time be imposed upon it by the Board.

Meetings:

The Board of Directors shall meet at least eight times yearly. Meetings shall be held at such times as may be decided by the Board of Directors.

Quorum:

A quorum for meetings of the Board of Directors shall be twenty-five percent of the members of the Board.

Borrowing Powers:

The Council, for the purpose of carrying out any of its objects, may borrow, raise, or secure the payment of money in any manner it sees fit, and all its powers in this regard may be exercised by the Board, PROVIDED that no debentures shall be issued without the sanction of an extraordinary resolution of the Council.

Officers:

Officers of the Council shall be, president, two vice-presidents, an honorary treasurer and an honorary secretary, who shall perform the duties that usually pertain to their respective offices. The Executive Director shall act as secretary of the Board, without voting power. There may be also such honorary officers as from time to time shall be deemed expedient.

Officers other than the executive director, shall be elected from among its members, by the Board of Directors at its first regular meeting immediately following the annual meeting of the Council each year. An elected officer shall hold office for a term of one year or until his successor takes office, but may not hold the same office for more than two consecutive years.

COMMITTEES:

1. Executive Committee

There shall be an executive committee which shall be a standing committee, composed of the officers and the immediate past president. It shall be the duty of this committee to perform such administrative and other duties as the Board of Directors may decide. The executive committee shall, without specific delegation:

(a) supervise and control the daily affairs of the Council

(b) perform the duties imposed upon it by this by-law

The Executive Committee shall refer all decisions and recommendations to the Board for ratification.

2. Nominating Committee

The Nominating Committee shall be composed of not less than three persons, appointed annually at the first meeting of the Board of Directors following the election of new officers. Duties of the nominating committee shall include the preparation of a slate of members for the Board of Directors to be presented at the annual meeting; the preparation of a slate of officers to be presented to the Board of Directors following the annual meeting, and such other duties as may be assigned to it by the Board of Directors from time to time.

Before submitting names of persons as members on the Board of Directors at the annual meeting, the committee shall obtain from these persons, written consent to accept the nomination.

In preparing nominations for the Board of Directors, the committee shall make every effort to ensure a fair distribution of representation on the Board from all aspects of the Council's membership and, as far as possible, from the community as a whole.

Additional nominations may be made by the voting delegates from the floor of the annual meeting providing the written consent to accept the nomination has been obtained.

3. Finance Committee

The Finance Committee shall have responsibility for the preparation of the budget of the Council and for the month to month administration of such budget. It shall administer such special funds as from time to time come under the jurisdiction of the Council, such as the joint participation of the municipal and provincial governments in such divisions and services as the Youth Services Division and the Welfare Information Service. It may be assigned other duties from time to time by the Board of Directors.

The Finance Committee shall function as a sub-committee of the Executive Committee.

4. Other Committees

The Board of Directors may set up committees to deal with specific assignments as required.

DIVISIONS:

To facilitate community cooperation and in the best interests of community organizations, the Board may from time to time establish divisions which shall group organizations with mutual concerns and interests. In establishing such

divisions the Board shall work with the cooperating organizations in setting up the division, in developing terms of reference and a slate of officers.

The chairman or appointee of such divisions shall be a member of the Board or be eligible for appointment to the Board of Directors.

**RELATIONSHIP TO THE UNITED COMMUNITY FUND:**

The Council shall cooperate with the United Community Fund for the purpose of developing social services in the community.

The relationship of the Council to the United Community Fund shall be further determined by such special agreement as may be ratified by the Boards of the organizations.

**DUTIES OF EXECUTIVE DIRECTOR:**

The Board of Directors shall appoint an executive director. Such executive director shall be responsible to the Board for the satisfactory conduct of the affairs of the Council, and shall perform generally all the duties usually pertaining to the office of executive director.

**SEAL:** The seal of the Council shall be kept in the custody of the executive director and shall be attested by the signatures of the president and honorary secretary or in case of the inability of either or both to act, of either or both vice-presidents.

**FISCAL YEAR AND AUDIT:**

The administrative and fiscal year of the organization shall be the calendar year.

Auditors shall be appointed at the annual meeting of the organization. Such auditors shall be chartered accountants. A statement of accounts duly audited shall be presented at every annual meeting.

**BOOKS:** Every director shall at all times have access to and the right of inspection of all books and records of the Council. Every other delegate or member of the Council, not being a director shall have the right to inspect the books and records of the Council at any reasonable time upon reasonable notice in writing being given to the officer or officers having charge of such books and records.

**NOTICE:** Written notice to any delegate or any individual member shall be deemed to be received within twenty-four hours of the posting thereof, addressed to the delegate or individual member at his or her last address on record with the executive director, the responsibility for the accuracy of which being that of the delegate or the individual member.

**VOTING:** Any member who has not withdrawn from membership or been suspended or expelled shall have the right to vote at any meeting of the organization. Such right must be exercised in person and not by proxy or otherwise.

REMUNERATION:

Unless authorized at any meeting and after notice of same shall have been given no officer or member of the Council shall receive any remuneration for his services.

AMENDMENTS:

The objects and by-laws of the Council may be amended by extraordinary resolution at the annual or any general meeting of the Council. Written notice of the proposed amendment shall be sent to the delegates of each member organization, and to all individual members, not less than twenty-one days before the meeting of the Council at which the amendment is to be proposed, and shall be proposed as an extraordinary resolution as set forth in the Societies' Act of Alberta.

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May 3/61