

BYLAW NO. 1-2013

**A BYLAW OF THE TOWN OF PREECEVILLE TO ESTABLISH A
PREECEVILLE COMMUNITY LEGION HALL COMMITTEE**

NOW THEREFORE, the Council of the Town of Preeceville in the Province of Saskatchewan, enacts as follows:

1. Name: A Committee to be known as the 'Preeceville Legion Hall Committee' is hereby established.

2. Composition of the Committee:
 - (a) The Committee shall be comprised of no more than nine (9) but not less than seven (7) members as follows, with all members to be appointed by resolution of Council:
 - One (1) member from the Preeceville Town Council
 - One (1) member from the Preeceville Lion's Club
 - One (1) member from the Preeceville Lioness Club
 - One (1) member from the Preeceville Air Cadets
 - Two (5) members from the Community at Large

 - (b) Should any organization fail to submit a delegate of their organization for appointment to this committee, the Committee shall recommend a member at large for the position.

3. Term of Appointment:
 - (a) The term of appointment shall be for two years, with one-half of the memberships term to expire in the first year and the second half of the memberships term to expire in the second year.
 - (b) The Committee shall submit the names of the Committee members each January to the council for approval.
 - (c) If any of the said Committee members absent himself/herself from three consecutive meetings, (unless absence is caused through illness or is preauthorized by a resolution of the Committee, entered in the minutes), he/she shall forthwith declare his/her office vacated and notify the council accordingly. Council shall, on recommendation from the Committee appoint a replacement to fill the vacancy for the remainder of the term.
 - (d) A retiring member of the Committee may be re-appointed by the Town Council.
 - (e) All Volunteers of the Committee shall be considered agents of the Municipality.

4. Committee Structure:
 - (a) The Officers of the Committee shall consist of a Chairperson, Vice-Chairperson and a Secretary, who shall be elected from the membership of the Committee at its first meeting of the year.
 - (b) The treasurer will be a paid employee of the Town with this persons duties to be limited to accounts receivable, accounts payable, bank reconciliation, bookkeeping entries and financial statement preparation. Financial Statements will be presented to the Chairman prior to each meeting as meeting attendance by the Treasurer will be minimal.

5. Meetings:
 - (a) The Committee shall meet regularly at least once a month. The date and place of such meetings shall be determined by the Committee. The date and place of such meetings may be changed by the Committee from time to time or as deemed advisable. The

5. Meetings (Continued):

- method of notification of meetings is to be left to the discretion of the Committee.
- (b) A quorum of the Committee shall consist of a majority of the Committee members.
 - (c) Special meetings of the Committee shall be called by the Chairperson or Vice-Chairperson.
 - (d) Each member of the Committee including the Chairperson shall have one(1) vote on any question, and in the event of a tie, the motion will be lost.

6. Finances:

- (a) The Financial Year of the Committee shall be the Calendar Year.
- (b) The Committee shall before March 1st of each year, prepare a 'Fundraising' budget, being an estimate of its proposed fundraising revenues and expenditures for the current calendar year, submitting same to the Town for approval.
- (c) The Committee shall before March 1st of each year, prepare a three-year capital works, facility maintenance, and equipment maintenance forecast for presentation to the Town.
- (d) Signing officers for the Committee shall be the Treasurer and either the Chairperson or Vice-Chairperson.
- (e) The Committee shall receive revenues from Fundraising, Donations, Grants and Investments
- (f) The Town of Preeceville shall be responsible for costs relating to the Operation of the Preeceville Community Legion Hall, including but not limited to: gas and power services and consumption, caretakers wages and benefits, non-wear and tear building and equipment expenses, cleaning supplies, Capital costs, normal wear and tear costs of building and equipment, property and liability insurance costs.
- (g) The Committee may grant monies to the Capital and other costs of the Town.

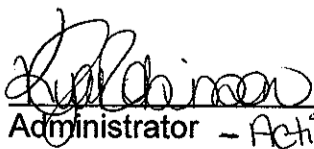
7. Duties and Responsibilities:

- (a) The Committee shall be responsible to the Town of Preeceville.
- (b) Managerial policy shall be the responsibility of the Committee.
- (c) The Town of Preeceville shall be responsible for booking rentals of the facility.
- (d) The Committee shall promote the Preeceville Community Legion Hall for use to all event activities that require such a facility.
- (e) The Committee shall work in conjunction with all groups utilizing the facility.
- (h) The Town of Preeceville shall ensure that the facility is kept clean and free from all pests.





Mayor



Administrator - Acting

