

KNOTTWOOD COMMUNITY LEAGUE

Bylaws

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DRAFT for 2024 revisions



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APPENDIX A – POLICY ON UNACCEPTABLE CONDUCT

Article 1: Name

The legal name of the organization will be “Knottwood Community League,” hereinafter referred to as “the League.”

Article 2: Boundaries

The League will be bounded on the north side by 23 Avenue, on the south by the Transportation Utility Corridor (TUC), on the east by 66 Street and on the west by 91 Street.

Article 3: Definitions

- 3.1 **Board of Directors:** Will consist of the elected officers and directors as specified in these bylaws who have a current valid membership with the League and maintain residency within the Boundaries (**Article 2**). Where extensive description is required, definitions and role descriptions of officers shall be as described here within.
- 3.2 **Board Executive:** Will consist of the officers of the League being the President, Vice President 1 and 2, Secretary, Treasurer and the Past President and maintain residency within the Boundaries (**Article 2**).
- 3.3 **Special Resolution:** A resolution at any meeting for which 21 days notice has been provided, requiring a vote of three-quarters (3/4) majority represented. A special resolution will be required for all Bylaw revisions, significant financial matters outside the approved budget and over \$500, policy issues, or other major issue as specified in these bylaws or at the discretion of the Board of Directors.

Article 4: Membership

- 4.1 Any resident within the League boundary (**Article 2**) will be a full member upon payment of the membership fee, provided he/she agrees with the Bylaws, objectives, and Policy of Unacceptable Conduct (**APPENDIX A**) of the League.
- 4.2 There will be the following categories of membership:
 - 4.2.1 **Family-** any group residing in one household acting as a family unit with a maximum of two votes per household.
 - 4.2.2 **Senior** – any member of the community at the age of 55 or over.
 - 4.2.3 **Individual** – a single community member under the age of 55.
 - 4.2.4 **Honorary Life Membership** may be conferred upon anyone, with one vote per Board member, who has provided service to the League for more than 10 years and has made significant, positive contribution to the community. The decision for presenting candidates for life memberships to the membership will be at the discretion of the Board of Directors.
 - 4.2.5 **Associate Membership** – a non-voting member from any business or institution located within the defined boundaries of the League or a non-resident person who wishes to support the league. Associate Members may volunteer for the League in a non-governance capacity but will not have rights or access to KCL financial, meeting, or other documentation other than these bylaws.

- 4.3 Membership fees will be determined each year at the Annual General Meeting.
- 4.4 The membership year will be from September 1 to August 31 of each year.
- 4.5 Membership will be effective from date of purchase until the end of the membership year.
- 4.6 Withdrawal or Termination from membership: **Withdrawal** will be by providing a letter to the Secretary of the league, non-payment of annual fees or moving out of the defined boundaries of the league. **Termination** of membership for just cause will be dealt with in the manner prescribed in Article 11.1.
- 4.7 No refund will be issued unless an error has occurred and is the fault of the League.
- 4.8 Any member must abide by and follow the Bylaws, objectives, and Policy of Unacceptable Conduct (**APPENDIX A**) of the League

Article 5: Meetings

5.1 General Meetings:

- 5.1.1 **Notice:** The League will call an Annual General or Special General Meeting with at least 21 days' notice. Notice will be made by at least one of the following methods: newsletter, community signboards, social media, website or via e-mail.
- 5.1.2 **Quorum:** If a quorum is not present at a meeting, then a second meeting will be called for the purpose of passing a specific motion(s) 1 week later. During that time, all efforts will be taken to inform all Directors or Members of the meeting and encourage their attendance. If there is still not a quorum at this second meeting, then the number of people in attendance will be considered a quorum.
- 5.1.2.1 Quorum for all Annual meetings will be 10 members.
- 5.1.2.2 Quorum for all General Board Meetings will be 5 Board members, 2 or which are Executive Board members.
- 5.1.2.3 Quorum for all Special General Meetings will be 5 Board members, 2 of which are Executive Board members.

5.2 **Annual General Meeting:** The League will hold an Annual General Meeting (AGM) no less than ninety days or greater than six months after the financial year-end for the presentation of the financial report and election of officers. The meeting shall include in its agenda the following:

- **Annual reports of standing or ad hoc committees, executive officers and the president;**
- **Election of officers of the executive;**
- **Appointment of financial analyst**
- **Other matters**
- **Submission of bylaws (if changes proposed)**

5.3 **Special General Meetings** may be called at the discretion of the President and must be called upon by the President within 30 days of receipt of a written request for such meeting signed by 10 members of the League. Any call for a Special General Meeting (SGM) must include specific reference to the item(s) to be dealt with. Notice of a SGM will be made via the newsletter, community signboards, social media and/or e-mail. Any Board member may make a request for a SGM if 50% of the Board signs an agreement of request to the President.

5.4 The Board will meet each month, except July and December. Regular monthly Board meetings shall take place at such time and place as the Board decides.

5.4.1 Quorum for any Board Meetings will be 1/3 of the Board, two of whom must be from the Executive. Any business transactions conducted at a meeting where quorum is not present will be ratified at the next regularly called meeting of the Board.

Article 6: Voting

6.1 Any full member as specified in Article 4.1, other than an associate member (Article 4.25), who is of the age of majority and is in good standing, upon payment of the membership fee is entitled to vote at Annual or Special General Meetings.

6.1.1 League members will be asked to provide proof of membership and/or membership number before voting will commence to ensure validity as outlined in 4.2.1

6.1.2 Such voting must be made in person, and not by proxy or otherwise

6.2 Any Community member may attend Board of Director or monthly meetings but will not be allowed to vote. The Board may, by resolution, determine the members' ability to speak to a matter on the agenda.

6.3 A show of hands will be adequate for voting, except for nominations/elections, significant financial questions, and any controversial matters where a secret ballot is required or can be requested.

6.4 Directors may only abstain from casting a vote on a motion if they declare a legitimate conflict of interest that prevents them from voting. In cases where Directors abstain from casting a vote on a motion, their abstinence should be noted by the Secretary. Abstaining Directors count toward quorum for a meeting, but do not count toward the percentage of support for or against a motion.

Article 7: Financial Review

7.1 The books, accounts, and records of the Bookkeeper and/or Treasurer will be reviewed once per year by a duly qualified accountant appointed or 2 members of the board appointed for that purpose at the Annual General Meeting.

7.2 That duly qualified accountant will submit a complete and proper statement of the standing of the books for the previous year, to be presented by the Treasurer at the AGM.

7.3 The fiscal year will end on May 31.

7.4 The books and records may be inspected by any member at the Annual General Meeting, other than member outlined in 4.2.5, when authorized by the Executive, or at any time upon giving two weeks notice and arranging a time satisfactory to the Director(s) in charge of the records. The Board Executive and Directors will at all times have reasonable access to such books and records.

7.5 The Board may not incur any debt without successfully obtaining authorization from the Membership by way of a General Meeting. If the Board of Directors is requesting permission from the Membership to incur debt, the Notice for the General Meeting shall explicitly state that the organization may incur debt as a result of the Meeting, and the General Meeting shall be subject to clause **7.5.1**.

- 7.5.1. Before requesting authorization to incur organizational debt, the Board of Directors shall explicitly outline the amount of debt to be incurred, the organizational use of the acquired capital, the rules and considerations attached to the use of the capital, and the proposed method of repaying the debt.
- 7.5.2 Debt incurred by the organization is restricted in use to the plan outlined in clause 7.5.1. Amendments to the use of debt must receive support of the Membership at a General Meeting
- 7.6 Any contract or other legal document relating to the business of the league may be signed by any person appointed by the Board of Directors to sign on its behalf.

Article 8: The Board

- 8.1 **The Board** will, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the League.
- 8.2 **Any Director** may resign from the Board by submitting such request in writing to the President. Such resignation will be effective immediately.
- 8.3 **Term Length** will be two years from elections that are held at the AGM.
- 8.3.1 There shall be no limit to the number of terms of office either an Executive or Director of the Board may serve, as long as all positions remain open for contest at the end of each term cycle
- 8.4 **In the event** of a vacancy as a result of resignation, death, or removal, the Board is empowered to fill the vacancy by appointment for the remainder of the term. Such appointment is to be ratified at the next AGM. The person so appointed will hold office for the remainder of the term of that member he/she is replacing would have held.
- 8.5 **In the absence** of an executive officer or director, such officer may be appointed by the Board and will discharge these duties.
- 8.6 **The Executive officers of the League Board shall be the following:**
- **President**
 - **Vice President 1**
 - **Vice President 2**
 - **Past President**
 - **Secretary**
 - **Treasurer**
- 8.7 **Directors of the League Board:**
- **Gaming Director**
 - **Social and Events Director**
 - **Programs Director**
 - **Volunteer Director**
 - **Membership Director**

- **Communications Director**
- **Fundraising Director**
- **Buildings and Grounds Director**

8.8 Representatives (non-voting):

- **Seniors Representative(s)**
- **Youth Representative(s)**
- **Sports Representative**
- **Casino Representative**
- **Bingo Representative**
- **Sign Representative**
- **Satoo Representative**
- **Ekota Representative**
- **Menisa Representative**

8.9 The Board, and their respective duties, is as follows:

8.9.1 – Executive

- **President:** The President will:
 - Act as a team lead for the Executive and collaborate with all levels
 - preside at all meetings;
 - be an ex-officio member of all committees, except a Nominating Committee;
 - nominate a Director who is willing to serve and stand in for or replace the President, as circumstances require;
 - is a member of the Executive Committee,
 - have charge of the seal of the society,
 - is a signing authority
 - act as the official spokesperson of the league or appoint a designate
 - able to make financial decisions on an emergency basis with regards to safety or severe detriment to the operations of the League. Announcement to the Board must be made in a reasonable amount of time to ensure transparency of the decision.
- **Past President:** The Past President will:
 - assume Ad Hoc duties at the discretion of the Board;
 - act as the Nominating Committee Director; and
 - is a member of the Executive Committee.
- **Vice President 1:** The Vice President 1 will:
 - Act as a team lead working in collaboration with each of the Social and

Events Director and the Volunteer Director; assuming roles for period of vacancy

- preside at any meetings the President is absent from;
 - assume any duties from the President as required;
 - responsible for the annual review of the Bylaws, Policies and Procedures; and
 - is a member of the Executive Committee,
 - act as a signing authority
- **Vice President 2:** The Vice President 2 will:
- Act as a team lead working in collaboration with each of the Programs Director, and Communications Director, assuming roles for period of vacancy
 - preside at any meetings the President or VP1 is absent from;
 - assume any duties from the President as required;
 - responsible for the annual review of the Bylaws, Policies and Procedures; and
 - is a member of the Executive Committee.
- **Secretary:** The Secretary will:
- attend all meetings of the League, the Board, and the Executive Committee and keep accurate minutes of the same;
 - Timely distribution of draft meeting minutes; within 7 days of meeting
 - responsible for the minute and meeting notice and agenda distribution;
 - have charge of minute book and other records;
 - call for agenda items
 - be a member of the Executive Committee.
- **Treasurer:** The Treasurer will:
- Act as a reporting conduit for the Bookkeeper communicating financial records/progression of the League to the Board;
 - Have general oversight to the League's finances, including collection/deposit of funds, account for, evaluate and provide payments on behalf of the League for invoices and expenses;
 - present to the Annual Meeting an audited/reviewed statement of the financial affairs for the preceding fiscal year;
 - review and prepare policy and procedures with respect to the financial matters of the league in collaboration with the Executive;
 - recommend, in collaboration with the remainder of the Board Executive, an Annual Budget to the Board;
 - act as a signing authority for the league; and
 - be a member of the Executive Committee.

8.9.2 –Directors

- **Gaming Director:** The Gaming Director will:
 - be responsible for all matters pertaining to gaming activities of the League, including sports, casinos and bingos,
 - ensure compliances are maintained with AGLC policy and requests
 - prepare an annual budget for gaming activities and submit it to the Treasurer;
 - review and prepare policy and procedures with respect to gaming activities, and
 - prepare annual gaming plan in coordination with Volunteer Director
 - work in collaboration with the Treasurer and report monthly to the Board
- **Social and Events Director:** The Social Director will:
 - be responsible for all matters pertaining to social activities of the League, including dances, social nights, etc.
 - Based on Board approval, Hiring and contracting of external service providers and vendors
 - prepare an annual budget for social activities and submit it to the VP1;
 - review and prepare policy and procedures with respect to social activities, and
 - prepare annual event plan in coordination with the Programs Director, the Volunteer Director, and gather input from the Board
 - work in collaboration with the VP1 and report monthly to the Board
- **Programs Director:** The Program Director will
 - be responsible for all program design and development
 - Based on Board approval, Hiring and contracting of external service providers and vendors.
 - Prepare annual program plan in coordination with Social and Events Director, the Volunteer Director, and gather input from the Board.
 - Prepare an annual budget for programs and submit it to the VP2;
 - Review and prepare policy and procedures with respect to programs; and
 - work in collaboration with the VP2, and report monthly to the Board
- **Volunteer Director:** The Volunteer Director will
 - be responsible for creating and maintaining a list of volunteers
 - be responsible for continual communications with list of volunteers to ensure engagement is maintained and to provide updates on current/future initiatives
 - In collaboration with all Directors, report and track how many volunteers are needed and for what roles
 - Planning how and where to recruit volunteers and posting advertising
 - Work with community Schools and Seniors associations (incl. Millwoods

- Senior Association) to determine collaborative efforts
- Planning for volunteer retention and replacement,
 - Develop ways to recognize and reward volunteer efforts i.e., annual volunteer appreciation,
 - Keep proper accounts/coordination of vouchers (if applicable)
 - Prepare an annual budget for volunteer coordination and submit it to the VP1;
 - Develop and manage policies, procedures and standards for volunteers; and
 - work in collaboration with the VP1, and report monthly to the Board
- **Membership Director:** The Membership Director will:
 - be responsible for the organization, timing and completion of the annual Membership campaign;
 - keep a record of and maintain the membership lists and other records pertaining to membership;
 - ensure compliance with the EFCL Code of Ethics with respect to selling memberships;
 - prepare an annual budget for membership and submit it to the Treasurer;
 - procure new membership deals with community organizations,
 - promote membership benefits,
 - attend community events and major programs
 - review and prepare policy and procedures with respect to membership
 - determine supply needs for membership portfolio
 - work in collaboration with the Treasurer, and report monthly to the Board.
 - **Communications Director:** The Communications Director will:
 - be responsible for the online publication of the newsletter or participate in collecting articles for the newsletter;
 - be responsible for the maintenance of the League website;
 - arrange for publicity and advertising for league events, programs, and fundraisers;
 - Promote Knottwood Community League using social media sites including: Facebook, Twitter, Instagram, etc.
 - prepare an annual budget for communications and submit it to the VP1
 - review and prepare policy and procedures with respect to communications; and
 - work in collaboration with the VP2, and report monthly to the Board
 - **Fundraising Director:** The Fundraising Director will:
 - be responsible for all fundraising activities, including silent auctions, 50/50 etc.;
 - In collaboration with the President, coordinate information for Grant proposals and engage agencies with regards to grant submissions,
 - Research Grant opportunities and report to the Board,

- be responsible for any required licenses or permits for fundraising events;
 - prepare an annual budget for fundraising and submit it to the Treasurer;
 - review and prepare policy and procedures with respect to fund raising; and
 - work in collaboration with the Treasurer, and report monthly to the Board
- **Building and Grounds Director:** The Building and Grounds Director will:
 - plan, organize and supervise the activities of staff and contractors, or designate through to the KCL Facilities Manager (including Hall rental activities);
 - engage vendors and contractors to generate appropriate level of quotations, scope understanding, and site reviews based on Board facility initiatives
 - ensure proper repair, maintenance of mechanical systems, grounds and rink maintenance and custodial services are being maintained
 - Oversee the remodeling and renovation of building structures;
 - prepare an annual budget and submit it to the Treasurer;
 - review and prepare policy and procedures; and
 - work in collaboration with the Treasurer, and report monthly to the Board

8.9.3 –Community Representatives

- **Seniors Representative:** The Seniors Representative will:
 - promote Seniors people’s interests and communicate initiatives to the Board,
 - Work with Volunteer and Program Directors to plan and organize appropriate Senior and community programs,
 - Liaise, meet and work with community groups/organizations
 - Prepare an annual budget and submit it to the Volunteer Director; and
 - work in collaboration with the Volunteer Director, and report monthly to the Board
- **Sports Representative:** The Sports Representative will:
 - Collaborate with the Fundraising Director for all possible sport team related fundraising activities, including silent auctions, 50/50 etc.;
 - Collaborate with the Communications Director for the promotion of sport related activities/registrations
 - report monthly to the Gaming Director
- **Youth Representatives:** The Youth Representatives will:
 - promote young people’s interests,
 - Work with Volunteer Director to plan and organize appropriate youth and community programs,
 - Liaise and work with parents, schools and other community groups/organizations
 - Prepare an annual budget and submit it to the Volunteer Director; and
 - collaborate with the Volunteer Director, and report monthly to the Board

- 8.10 Executive Exclusion:** No two members of the same household nor family may be a representative on the Executive simultaneously.

Article 9: Committees

- 9.1 Executive Committee:** The League's Executive Committee as describe above may meet from time to time between Board Meetings if an issue of an urgent nature arises. All decisions of the Executive Committee are to be ratified at the next regularly scheduled Board Meeting. Minutes shall be taken.
- 9.2 Ad Hoc Committees:** The League may at times create such Ad Hoc Committees as may be deemed necessary, either in General or Board of Directors' Meetings, in order to conduct the League's business. Such Committees will carry out functions and otherwise act in accordance with such resolutions or 'Terms of Reference', as may be passed by either the Board of Directors or at a General Meeting. Ad Hoc Committees, such as Playgrounds, Building Expansion, and Programs, will be answerable to and report to the Board and may have a definite time of termination at the time they are created.
- 9.3 Standing Committees:** The League may, at its discretion, create such Standing Committees as may be deemed necessary, either in General or Board of Directors' Meetings. All Committees shall consist of three people except in such cases where three cannot be procured. Such Committees will carry out functions and otherwise act in accordance with such resolutions or 'Terms of Reference', as may be passed by either the Board of Directors or in a General Meeting. Standing Committees, such as Bylaws, Casino, and Nominations, will be answerable to and report to the Board on a monthly basis and will continue to exist for an indefinite period of time.
- 9.3.1 Finance Committee:** There shall be a Finance Committee composed of two to three executive members selected by the executive. One of these shall be the treasurer. The finance committee shall advise the executive of policies respecting sources, disbursements and investment of funds. The finance committee shall prepare annual budgets covering leagues' activities prior to the fiscal year for approval by the Board of Directors. The finance committee shall present an audited financial statement or review at the Annual General Meeting.
- 9.3.2 Nominations Committee:** There shall be a Nominations Committee consisting of two to three executive members selected by the board, one of whom shall be the VP 1. Its purpose shall be to nominate candidates for executive officers of the league. These candidates must be elected by the membership at the AGM.
- 9.3.3 Bylaws Committee:** A Bylaws Committee composed of not less than three executive members may be established to review and revise bylaws as needed. The bylaws shall be presented to the membership for approval at the AGM or a Special General Meeting called by the president or the membership.
- 9.3.4 Membership Committee:** A Membership Committee may be formed by the Membership Director for the purpose of organizing the annual membership drive and providing for the sale of memberships throughout the year. The committee will provide monthly membership reports to the Board and to the AGM.

Article 10: Elections

- 10.1** Elections will be held at the Annual General Meeting. Executives and Directors will take office immediately following that Annual General Meeting.
- 10.2** Nominations for officers of the League shall be submitted to the Nominating Committee, prior to the AGM at which the nominees will be voted for.
- 10.2.1** Executive Position eligibility: Unless authorized by the existing Executive, a person must have filled at least 1 year as a KCL Board Director before becoming eligible for an Executive position
- 10.2.2** Director and Representative position eligibility is to be based on an interview conducted by an Executive or current Director and from Executive review of resume.
- 10.2.3** can also be made from the floor at the AGM.
- 10.3** A person appointed or elected becomes a Director if they were present at the meeting when being appointed or elected and did not refuse the appointment or nomination. They may also become a Director if they were not present at the meeting but consented in writing to act as Director before the appointment or election.
- 10.4** Executive officer positions not filled at the AGM may be filled by an election at subsequent meetings of the Board.
- 10.5** Terms of office for Executive Members shall be offset to ensure continuity of the Board. President, Secretary and VP2 shall be up for election at the 2022 AGM and every subsequent 2 years (term) going forward. Treasurer, Past President, and VP1 shall be up for election at the 2021 AGM and every subsequent 2 years (term) going forward.

Article 11: Disciplinary Hearing and Termination

- 11.1** The Executive Committee will be empowered to expel any member from membership or a Board Member from office for any conduct deemed injurious to the League or its purposes. This decision will be final.
- 11.1.1** Pending a full and proper hearing, such Member or Director will be placed on suspension.
- 11.1.2** The Executive Committee will hold a hearing where the Member or Director, upon being given 14 days written notice, has the opportunity to attend and present his or her case. At the conclusion of the hearing, the majority vote of the Executive Committee will prevail. If the individual fails to attend the hearing the termination will be effective immediately.
- 11.1.3** The quorum for such a hearing will be two-thirds (2/3) of the Executive Officers.
- 11.1.4** The Executive Committee will debate the matter 'in private' and render a written decision in writing within 72 hours.
- 11.2** All complaints heard before the Executive Committee must be in writing and marked 'Confidential and Without Prejudice'. Such complaints must specify the bylaw violation or injurious behavior and cite attempts at discipline prior to the complaint being filed.
- 11.3** The Board of Directors may remove any Director/Officer from office, with out a hearing, if he/she is absent from any three consecutive meetings per AGM period or not carry out their expected duties without regrets.

Article 12: Remuneration

No Director will receive any remuneration for his/her services. A Director may receive reimbursements for expenses, with presentation of receipts, incurred as a result of performing the League's business.

Article 13: Financials

13.1 The Board may open one or more accounts, designate signing Directors, and generally execute all documents connected with the transaction of the League's business with any chosen Chartered Bank, Trust Company, Treasury Branch, or Credit Union.

13.2 For the purpose of carrying out its objectives, the League may draw, make, accept, endorse, discount, execute and issue cheques, promissory notes and bills of exchange, but only to the extent authorized by resolution of the Board of Directors.

13.3 All bills, notes, cheques, debentures and other papers and documents which pertain to the finances of the League will be signed by two of three signing authorities, commonly the Treasurer, the President and Vice President 1, who have been granted signing authority by resolution of the Board of Directors.

13.3.1 No two members of the same household will be signing authorities. Also, no signing authority will sign a cheque where they are the payee

13.4 The Annual Budget will be submitted by the Treasurer on behalf of the Board of Directors for approval at the Annual General Meeting or at a General Meeting, and will be circulated to the members with the Notice of the General Meeting.

13.5 The League may, by a Special Resolution, borrow or raise or secure the payment of money, or issue debentures.

Article 14: Amendments to the Bylaws

14.1 These bylaws may be rescinded, altered, or added to by a Special Resolution at a General, Special General, or Annual General Meeting with 21 days' notice in writing.

14.2 Any proposed changes must be reviewed at a Board of Directors meeting before being forwarded to a General, Special General, or Annual General Meeting.

Article 15: Dissolution

Upon dissolution of the League, all real property, fixtures, and liquid assets remaining after the payment of any debts, will become the property of the Edmonton Federation of Community Leagues, in trust. The Edmonton Federation of Community Leagues will hold the cash assets in trust until they are able to reactivate or merge the League. The real property will pass to the City of Edmonton, pursuant to the Tri-partite License Agreement.

Article 16: Parliamentary Authority

The rules contained in "Robert's Rules of Order," in its most current edition, will govern the proceedings at all meetings and in all cases where they are applicable, provided that they are not inconsistent with these bylaws or the requirements of the Societies Act.

Article 17: Administration

17.1 The use, care, and safekeeping of the seal of the League will be the responsibility of the Secretary, and it will be used by the Secretary when authorized by a resolution of the Board of Directors, and it will be affixed to documents and instruments when required by law or convention.

- 17.2 The Board of Directors has the right to hire such person(s) as may be deemed necessary for the efficient functioning of the League's business.
- 17.3 The League will retain membership in the Edmonton Federation of Community Leagues.
- 17.4 The League will retain membership with the Mill Woods Presidents' Council.

DRAFT for 2024 revisions

APPENDIX A

KNOTTWOOD COMMUNITY LEAGUE

Policy on Unacceptable Conduct

1 Policy Direction

Knottwood Community League, herein referred to as the 'League', is committed to providing a comfortable environment based on fundamental values of equality, trust and mutual respect leading to positive social and professional interactions.

The League is committed to ensuring and emphasizing respectful behavior and conduct in all its activities. The League will work to completely eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment.

Matters of harassment are specific areas of unacceptable conduct and behaviour, however, such unacceptable conduct and behaviour is not limited to only those areas and any reference to harassment herein and should be interpreted broadly to include the general subject area of unacceptable behaviour and conduct.

This policy direction applies to all categories of members as well as to all individuals participating in activities of or employed by the League, including, but not limited to officers, directors, representatives, coordinators, committee members, program directors, employees, volunteers, and membership holders.

This policy applies to unacceptable conduct and behaviour, which may occur during the course of the League's business, activities and events, including, but not limited to, administration of the League's business, delivery of programs, meetings and travel associated with these activities.

In order to serve on the Knottwood Community League Executive Board in any role (i.e. as an Officer, Director, Member at Large or Representative) an individual must sign the Knottwood Community League's 'Policy on Unacceptable Conduct', also known as the 'CL Code of Conduct'. This requirement also applies to all employees of the League, all individuals who partner with the League to provide community-based programs, anybody who represents the interests of the League on a formal basis, and any individual that holds membership with the League. Failure to comply with this requirement will result in the ineligibility of the individual to assume any of these roles or responsibilities, including membership.

2 Matters of Unacceptable Conduct and Behaviour

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can also be an offence under the Criminal Code of Canada.

It is recognized that harassment can occur in both public, private, internet and social media arenas. This policy applies to both public, private, internet and social media interactions if the interaction is initiated by or associated with the business of the League.

Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive, physically or psychologically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing.
- Violence or threats of violence.
- Any form of verbal/physical harassment or abuse.
- Any sexual offense.
- Bullying by either physical, verbal or written means.
- Non-verbal harassment/bullying by means of unrelenting communication (i.e. telecommunication – text, email, internet, social media platforms, etc.)
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.

3 Process and Procedure

Confidentiality

The League recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the League will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

Reporting

A person who experiences, witnesses, or has reason to believe that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of the League and this policy.

If confronting the harasser is not possible, or if after confronting the harassment continues, the matter should be reported to an official of the League. For the purposes of this policy, an official is considered to be any member of the Executive team of the League.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians of the incident (if the person who has

experienced the harassment is a minor), and assisting through mediation in an informal resolution of the complaint, where this is appropriate.

If through mediation an informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes the harassment has occurred may make a formal written complaint to the President of the League or any member of the Executive. The League will then proceed with the complaint.

Written Complaint and Investigation

When the President/Executive Official of the League receives a formal written complaint, he or she in consultation with professionals will determine the nature of the complaint. If the complaint is deemed minor in nature an informal resolution may be attempted through mediation if agreed upon by the complainant. If the complaint is deemed major in nature the President/Executive Official of the League shall appoint an individual to conduct an investigation of the complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.

The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President/Executive of the League.

Within fourteen days of receiving the written report of the investigator, the President/Executive Official of the League shall decide if the complaint should be dealt with directly or without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

Immediate Response

This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment.

In the event that an alleged offense is so serious so as to possibly jeopardize the safety or mental wellbeing of others, the League representative may immediately remove the alleged offender from League activities, pending an investigation of the complaint in accordance with this policy.

Hearing

If the President/Executive Official of the League decides that the complaint shall be dealt with by means of a hearing, they shall appoint two thirds (2/3) of the Executive Officers to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

- The Complainant and Respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing.
- All parties shall receive a copy of the Investigator's report.
- Both the Complainant and Respondent shall be present at the hearing.

The Panel may request that witness to the incident be present or submit written evidence which is certified by a notary of public.

If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the Chairperson of the Panel to continue the review of the complaint in accordance with this policy.

After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President of the League with a copy provided to both the Complainant and the Respondent. This report shall contain:

- A summary of the relevant facts.
- A determination as to whether the acts complained of constitute harassment as defined in the policy.
- Disciplinary action to be taken, if the acts constitute harassment.
- Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

Sanctions

When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- The nature and severity of the harassment.
- Whether the harassment involved any physical contact.
- Whether the harassment was an isolated incident or part of an ongoing pattern.
- The nature of the relationship between the complainant and harasser.
- The age of the complainant.
- Whether the harasser had been involved in previous harassment incidents.
- Whether the harasser admitted responsibility and expressed a willingness to change.
- Whether the harasser retaliated against the complainant.

In directing disciplinary actions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- Verbal apology.
- Written apology.
- Letter of reprimand from the League.
- A fine or levy.
- Referral to counseling.

- Removal of certain privileges of membership or employment.
- Temporary suspension with or without pay.
- Termination of employment or contract.
- Suspension of membership.
- Expulsion from membership.
- Publication of the details of the sanction.
- Any other sanction or disciplinary suspensions which the Panel may deem appropriate.

Failure to comply with a sanction as determined by the Panel shall result in automatic suspension of membership from the League until such time as the sanction is fulfilled.

Notwithstanding the procedures set out in this policy, any individual participating in League business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, and/or any other violence related offences, shall face automatic suspension from participating in any activities of the League for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by the League in accordance with this policy.