

# CONSTITUTION

## Melville and District Regional Park Authority

1. Name- The name of the organization is Melville and District Regional Park Authority (hereinafter referred to as the Authority).
2. Forward- The Authority was constituted a body corporate under the Regional Parks Act, 1964 (hereinafter referred to as the "Act") by order of the Lieutenant Governor in Council No. 614/64, dated April 13, 1964.
3. Object- The object of the Authority is to administer Melville Regional Park (this is the name of the Park until a more suitable one is found).
4. Structure- Members of the Authority shall be those specified by Order in Council of Saskatchewan and those subsequently named by the participating municipalities.
5. Officers shall be elected at each annual general meeting by majority of member votes. The following officers shall be elected for duties described.

Chairman- Executive Head of the Authority. Chairman of all meetings of the Authority as Executive Council. Ex-officio member of all sub-committees.

Vice-Chairman- Duties of Chairman when Chairman is absent.

Secretary-Treasurer- Secretarial duties of the Authority and Executive Council.

Conduct financial transactions as required by the Chairman.

6. Directors- Such duties as the Chairman may assign by mutual verbal agreements.
7. The executive Council shall consist of the elected officers of the Authority and have as its Chairman, the Chairman of the Authority.
8. If any vacancy occurs in the Executive Council, the remaining members of the Authority may appoint any member to hold office until the next Annual General Meeting.
9. The Executive Council shall carry out the policy and programs as directed by the Authority and perform such other functions not inconsistent with the direction of the Authority. It shall have all necessary powers to conduct the business of the Authority, including the following:
  - a- Enter contracts for park development and maintenance.
  - b- Provide for payment of accounts and other financial matters. The signing officers of the Authority shall consist of the Chairman, Vice-Chairman, and Secretary-Treasurer. Any two of the three can sign all documents pertaining to the Authority.
  - c- Retain the services of the necessary personnel and advisers.
  - d- Conduct necessary park programs.

- e- Prepare the annual budget proposals for submission to the annual general Meeting of the Authority.
- f- Prepare statement of accounts for presentation to the annual general meeting of the Authority.
- g- Arrange for an annual audit of all transactions.
- h- Purchase necessary equipment.
- i- Enter contracts for insurance.
- j- Prescribe rules for the conduct of its meetings.

10. Meetings- An annual general meeting of the Authority shall be held each year in the first quarter of the calendar year. Regular meetings shall be held commencing with the month of April and terminating in the month of October, unless deemed otherwise by the Chairman. The regular monthly meets will be held on the first Thursday of each month.

11. The Executive Council will meet at such times as it may deem necessary.

12. A notice of every meeting at such times will be forwarded by the Secretary-Treasurer to each member of the Authority in writing or telephone at least one day prior to meeting day.

13. All questions at meeting shall be decided by a majority of those present, each of whom shall have one vote. In the event of equality of votes the decision of the Authority shall remain in the negative.

14. Four members of the Authority shall constitute a quorum at any meeting of the Authority. Three members shall constitute a quorum at any meeting of the Executive Council.

15. No instrument shall be validly executed by the Authority unless the seal of the Authority is affixed in the presence of two members of the Executive Council.

16. Committees:

- a. Park Planning and Development Committee will be responsible for planning and development of park area excluding Pool area; i.e. laying out roads, picnic grounds, ball diamonds campsite etc, with authority to make necessary expenditures, subject to budget estimates by park Authority.
  - b. Maintenance Committee will be responsible for maintenance of the Park area. During the initial stage of the Park development it should be part of the Park Planning and Development Committee.
  - c. Finance committee will make necessary loans and establish fund raising programs to operate Park.
  - d. Operation and Program Committee will be authorized to make necessary expenditures subject to budget estimates by Park Authority.
1. Swimming Pool Committee- A separate committee responsible for operation and maintenance of pool.
  2. Other operating committees will be set up as Park is developed.