

Charter and Bylaws of Weyburn

Communithon Foundation



Incorporated under The Non-profit Corporations Act, 1995 (Saskatchewan)

ARTICLE I: NAME AND INCORPORATION

Legal Name: Weyburn Communithon Foundation

Distinctive Element: "Weyburn"

Descriptive Element: "Communithon Foundation"

Type of Entity: Non-Profit Corporation, Saskatchewan

Address for Service: 106 Birch Drive, Weyburn, SK S4H 0S5 (Current Chair's Fixed Address)

ARTICLE II: PURPOSE AND MISSION

Mission Statement:

The Communithon Committee will plan and arrange the fundraising events for the Weyburn & Area allocate those funds to approved Weyburn and Area Community Member Agencies. Our goal is to continue supporting program and services for the Weyburn & Area, as we believe in our community and the opportunity to support our Community Member Agencies.

The Communithon Committee has established partnerships that will work together planning and supporting each other to raise the funds necessary.

Responsibility:

1. Plan and maintain an annual fundraising event for the Community of Weyburn and surrounding area
2. Explore possibility of additional fundraising / public awareness opportunities
3. Recommend the allocation of funds for all dollars raised within Weyburn & Area

ARTICLE III: MEMBERSHIP

Eligibility:

Membership is open to individuals 18+ who support the Foundation's mission. Youth under 18 may join with parental consent but are not required but may opt to attend general committee meetings.

Membership Types:

1. **Community Members** from Weyburn and the surrounding area who are willing and interested in helping make a positive difference.
2. **Community Agencies** approved for the allocation of funds. Each Community Agency shall appoint at least one representative whose primary responsibility is to participate actively in the planning and hosting of Communithon events. This includes attending the regularly scheduled monthly planning meetings, contributing to Committee work, and participating in recommended events, including the main annual fundraising event.

Rights and Responsibilities:

Members are expected to participate in meetings, assist with events, and contribute to working committees. In instances of conflict of interest, Community Agencies will abstain from voting and quorum for a vote will fall solely with Community Members.

ARTICLE IV: GOVERNANCE STRUCTURE

Executive Committee Officers:

Required:

- Chair: Lindsay Manko-Bauche
- Vice Chair: Dallen Hodgkin
- Treasurer: Krista Hubic
- Secretary: Carley Istace

Optional

- Past Chair: Korryn Kubashek
- Members at Large: Lindsee Michel, Corey Morrisette, Vacant, Vacant, Vacant, Vacant, Vacant

Term of Office:

1. The Executive Committee is comprised exclusively of community members and does **not** include representatives from member agencies.
2. All officers serve two-year terms, renewable as long as a majority vote is carried.

3. The Chair, Vice Chair, Secretary, Members at Large, and Treasurer are elected by the voting members of the Communithon Committee and serve a two-year term, with the option to stand for election for one additional consecutive term. Nominations and volunteers for these positions are welcome.

4. The departing Chair automatically assumes the Past Chair role. If there is no Past Chair available, the Committee members may appoint a Community Member to fill this position.

5. In case of extenuating circumstances, an interim board may step in, or a special election may be called to ensure the continued function and integrity of the committee.

Officer Duties:

Outlined in Appendix A.

ARTICLE V: COMMITTEES

Standing Working Committees:

- Finance Committee - *Supports budgeting, expense tracking, and financial planning, and day-of Communithon financial oversight*
- Allocations Committee - *Allocates funds raised using standardized Community Agency applications and rubrics*
- Communications Committee - *Handles publicity, social media, and outreach.*
- Ambassadors Committee - *Youth representatives of Communithon in the community and works closely with Communications.*
- Volunteer, Food, and Refreshment Committee - *Manages volunteer recruitment and coordination.*
- Entertainment Committee- *Coordinates performances, emcees, and logistical support for live events.*
- Decorations Committee - *Oversees physical setup, displays, and event decor.*
- Business Committee - *Engages with local businesses and sponsors; oversees fundraising activities.*

Allocations Committee Structure:

Must include 2 Executive Members at Large and 3 Community Members. Reports to the Executive Committee only. Cannot involve any Member Agency Members. The **Allocations Committee** plays a critical role in the Communithon process by reviewing applications and making informed recommendations on the distribution of raised funds to community agencies. To ensure balanced and community-centered decision-making, the committee must be comprised of a **minimum ratio of 2:3**, with at least **2 Members at Large from the Executive Committee** and **3 representatives from the broader community**.

This composition ensures both internal oversight and meaningful external input, fostering transparency and trust in the allocation process. The 2025 Allocations Committee structure includes

- (Community Member)
- (Executive Member at Large)
- (Executive Member at Large)
- (Community Member)
- (Community Member)

Additional community members may be added to meet the required ratio and maintain balance. No member agencies are eligible to sit on or chair the Allocations Committee. The Allocations Committee reports solely to the Executive Committee.

Agency Participation:

Member Agencies will be invited to be involved in the Foundations operational process in putting on Communithon. While agencies are encouraged to participate, they are not obligated. However, participation will be a contributing factor in the funds allocations process. If a Community Agency representative is unable to attend a scheduled meeting, they are encouraged to appoint and send an alternate representative to ensure continued agency involvement and communication.

ARTICLE VI: BOARD OF DIRECTORS

Board Composition:

4–12 directors, elected from membership.

Contact Information:

Listed in Appendix B.

Board Responsibilities:

Provide leadership, strategic oversight, and ensure policy compliance.

ARTICLE VII: SIGNING AUTHORITY

Any two of the following may sign: Chair, Vice Chair, Treasurer, Secretary.

ARTICLE VIII: MEETINGS

Frequency:

- Executive Meetings: Monthly
- Annual General Meeting: Held once per year

Quorum:

- Executive Committee: Majority of officers
- General Membership: Majority of voting members. *Note – Member Agencies may vote on any motions that do not directly benefit them as personal entities. This may include but is not limited to, allocations.

Voting Procedure:

- Majority rules; motions require a seconder
- Conflicted parties must abstain from related votes

- Decision-Making Process:

The organization shall strive for consensus in decision-making wherever possible. In the event consensus cannot be reached, a simple majority vote of at least 50% plus one of the members present shall decide the issue.

Notice:

- AGM: Minimum two weeks written notice
- Regular Meetings: Notice as determined by the Board

ARTICLE IX: FINANCIAL MANAGEMENT

Financial Institution: Weyburn Credit Union Ltd.

Accountant: Reed Anderson, MNP

Budgeting:

- Submitted by Committee Chairs
- Proposed by Treasurer
- Approved by Executive Committee

Spending Limits:

- < \$250: Approved at regular meeting or by executive committee consensus outside of standard meeting increments.
- ≥ \$250: Requires written proposal and board vote

For individual expense requests or purchases **under \$250**, the responsible committee may approve the expenditure through a motion during a regular meeting.

For expenses **over \$250**, a formal written proposal outlining the purpose, amount, and justification must be submitted and requires approval by a majority vote of the Executive Committee or Board, as per the organization's governance.

Compliance and Oversight:

All financial practices will follow applicable laws, accounting standards, and nonprofit best practices. The Board holds ultimate responsibility for financial oversight.

Reporting:

- Quarterly updates
- Annual review or audit depending on revenue

ARTICLE X: CONFLICT OF INTEREST

Policy:

- Disclosure mandatory
- Annual declarations
- Abstain from related votes if conflicted

To ensure that all board members act in the best interest of the organization, a strict Conflict of Interest Policy is in place. Board members must disclose any personal, professional, or financial interests that could potentially influence their decision-making or create a conflict with their duties to the organization.

Specifically, to maintain impartiality in financial oversight and fund distribution:

- No board member who represents a community member agency shall serve as Chair of the Finance Committee, the Allocations Committee, or any other committee or role that involves direct control or oversight of financial matters or fund allocation.
- Board members must complete and update a conflict of interest disclosure form annually and whenever a potential conflict arises.
- If a board member has a conflict of interest regarding any issue under discussion, they must disclose the conflict and abstain from voting or participating in any decision related to that issue.

This policy is designed to maintain transparency, accountability, and the integrity of the organization's governance.

Restrictions:

- No agency reps may chair Finance or Allocations Committees

ARTICLE XI: AMENDMENTS TO THE BYLAWS

Process:

- Proposed by Executive Committee
- Approved by majority vote with quorum
- Immediately effective unless stated otherwise

As the organization evolves, its bylaws may need to be updated to reflect new circumstances and priorities. Amendments to the bylaws can be made through the following process:

- Proposed amendments must be reviewed and approved by the Executive Committee.
- Approval requires a majority vote of the Executive Committee members present, provided that a quorum is met. A quorum for the Executive Committee shall be defined as more than half of the total members.
- Once approved by the Executive Committee, the amendments shall be presented to the full working committee for reference
- Amendments take effect immediately upon approval unless otherwise specified.

This process ensures flexibility while maintaining proper oversight and governance.

ARTICLE XIII: INDEMNIFICATION

Directors, officers, and volunteers shall be indemnified and held harmless by the corporation to the fullest extent permitted by law for actions taken in good faith on behalf of the organization. This indemnification does not extend to actions that constitute gross negligence, willful misconduct, or criminal behavior.

ARTICLE XIV: EXECUTIVE DIRECTOR

Should the organization employ an Executive Director, the Executive Committee shall define the scope of their duties and conduct an annual performance review. The Executive Director shall not be a voting member of the Board. The role will include overseeing day-to-day operations, executing strategic plans, and serving as the public face of the organization, as delegated by the Executive Committee.

ARTICLE XV: CODE OF CONDUCT

All board members, volunteers, and committee members are expected to act with integrity, transparency, and respect in all interactions related to the organization. Discrimination,

harassment, or behavior unbecoming of a representative of Communiton shall be grounds for review and possible removal from the organization. A separate Code of Conduct Policy shall be developed and maintained.

ARTICLE XVI: MEMBERSHIP VOTING RIGHTS

General members shall have the right to vote on major organizational decisions, including:

- Election of Executive Committee members
- Changes to the organization's mission or strategic direction
- Amendments to bylaws (as referred by the Executive Committee)

Each member present shall have one vote. Proxy voting is not permitted unless expressly authorized by the Executive Committee.

ARTICLE XVII: REMOVAL OR RESIGNATION OF DIRECTORS

A Director may resign by submitting a written notice to the Executive Committee. A Director may be removed for cause, including unethical behavior or failure to fulfill duties, by a two-thirds vote of the Executive Committee. Notice of the intent to remove a Director must be provided at least 7 days prior to the vote.

ARTICLE XVIII: HARASSMENT AND VOLUNTEER POLICY

The organization adheres to a zero-tolerance policy for harassment and discrimination. All volunteers and representatives must comply with the organization's Volunteer Code of Conduct and Harassment Policy, which shall be reviewed and updated annually.

ARTICLE XIX: RECORDKEEPING

All organizational records, including meeting minutes, financial documents, and governance records, shall be maintained for a minimum of seven (7) years. The Secretary shall be responsible for ensuring records are organized and accessible to the Board and relevant authorities.

ARTICLE XX: PRIVACY AND DATA PROTECTION

The organization shall comply with all applicable provincial and federal privacy laws, including Saskatchewan's Freedom of Information and Protection of Privacy Act (FOIP) and the Personal Information Protection and Electronic Documents Act (PIPEDA). Any personal or confidential information collected shall be securely stored and used only for official purposes with consent.

ARTICLE XII: DISSOLUTION CLAUSE

Upon Dissolution:

- Assets distributed to funded agencies
- Excess is divided equally among agencies
- No distribution to private individuals
- Must comply with the Non-Profit Corporations Act

APPENDIX A: OFFICER ROLES

Required Roles:

Chair: Leads meetings, liaises with partners

Vice Chair: Supports the Chair, leads subcommittees

Secretary: Records minutes, manages communications

Treasurer: Manages finances and reporting

Optional Roles:

Past Chair: Provides continuity

Members at Large: Support all committees

APPENDIX B: CURRENT DIRECTORS

Lindsay Manko-Bauche | Chair |

Dallen Hodgkin | Vice Chair |

Krista Hubic | Treasurer |

Carley Istace | Secretary |

Korryn Kubashek | Past Chair |

Lindsee Michel | Member at Large |

Corey Morrissette | Member at Large |