

LOWER GRANVILLE HALL ASSOCIATION BYLAWS

ARTICLE I. NAME

1. The name of the governing organization shall be Lower Granville Hall Association (henceforth LGH or Association) as registered in the files of the Registrar of Joint Stock Companies, Halifax, Nova Scotia, incorporated under ID #1765193 on March 6, 1987.
2. The building and the land is described as PID #05106976.

ARTICLE II. OBJECTIVES

1. To maintain and improve the Hall;
2. To organize social, recreational, and educational activities for members of the community;
3. To make the Hall available for renting by organizations or individuals; and
4. To assist other local community groups.

ARTICLE III. MEMBERSHIP

1. All residents of Granville Road are de facto members.
2. Members may serve on the Board, vote in annual elections, and bring forth agenda items for discussion at regular meetings.

ARTICLE IV. BOARD MEMBERS

1. The Board of Directors consists of:
Director/President
Director/Vice President
Director/Secretary
Director/Treasurer
Directors
2. They are elected by the members of the Association from among their numbers. There shall be a minimum of four Directors but no more than ten.
3. The Directors shall hold office for a minimum of two years. Elections, as required, shall take place at the annual meeting. If no new candidates are put forth, the current roster of Directors will be maintained.
4. Directors missing more than three consecutive board meetings, without communicating a reason for their absence and intention to attend future meetings, will be deemed inactive and removed from the Director roster.
5. If a Director vacates a post before the term is served, the Board may appoint an interim Director until the next AGM.
6. If a Director requests a leave of absence, their seat will be held for 1 year.

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ARTICLE V. DUTIES OF THE OFFICERS

1. Officers are responsible for the maintenance and supervision of the Lower Granville Hall and all the monies pertaining to same.
2. If a complete roster of officers cannot be filled, the Vice President office may be left vacant.
3. President shall:
 - a. Preside as chairman at all meetings of the Association, interfacing with the officers and committees and writing the agenda.
 - b. Conduct all meetings in accordance with the LGH Bylaws and upholding the Objectives.
4. Vice President shall preside at meetings in the absence of the President.
5. Secretary shall:
 - a. Keep accurate records of proceedings at all meetings.
 - b. Attend, if possible, every meeting of the Association. If unable to attend the Secretary shall make available the Minute Book and copies of correspondence.
 - c. Notify the Registrar of Joint Stock Companies of any changes to the bylaws, officers, and other items as may be required.
 - d. Handle correspondence .
5. Treasurer shall:
 - a. Keep an accurate and up-to-date account of all monies paid out and received by the Association.
 - b. Furnish receipts for expenditures.
 - c. Pay all regular maintenance and Hall operating bills, and other approved expenditures, and
 - d. Submit financial statement at the annual general meeting that has been reviewed in accordance with Article X. This financial statement will be delivered to Nova Scotia Registry of Joint Stock Companies within 14 days of the AGM.

ARTICLE VI. MEETINGS

1. Annual General Meeting (AGM): To be held between January 1st and March 31st. These meetings are open to all Members.
2. Board meetings: Called by the President when deemed necessary by that officer, or upon written request by no less than four members of the Association. At least one board meeting shall be held before the AGM. These meetings are attended by the Directors.
3. Notice of Meetings
 - a. Board Meetings: The Secretary shall send out, by email, meeting notices at least 3 days before the meeting. If a Director does not use email, a notice of the meeting should be hand-delivered, or read by telephone.
 - b. The Annual General Meeting will be announced in one issue of a local community news publication, on the Hall website, and through email.
4. Quorum
 - a. Attendance of five members shall constitute a quorum at an AGM.
 - b. Three members of the Board shall constitute a quorum at a meeting of the Board.

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ARTICLE VII. ITEMS PUT TO VOTE

The following items should be put to a vote before commencing:

1. Expenditures beyond routine maintenance;
2. Improvements or changes to the physical building or grounds;
3. Grant applications;
4. Long-term rentals;
5. Changes to the Bylaws.

ARTICLE VIII. ELECTION OF OFFICERS

1. Members desiring to run for office should put forth their name for the ballot prior to the Annual General Meeting.
2. There may also be nominations from the floor for the Board at the AGM.
3. Vacancies arising during a term shall be filled by the Board on an interim basis until the next Annual General Meeting.
4. All attending members have voting privileges for officer election. Non-attending members may not vote by proxy.

ARTICLE IX. AMENDMENTS TO THE BYLAWS

The Bylaws may be amended by vote at a general meeting, provided that the proposed amendment(s) has been submitted to the Board no less than 10 days prior. Upon receipt of the amendment(s) the Board shall review the request(s), then include it on the agenda.

ARTICLE X. FINANCIAL REVIEW

1. The financial books and records shall be reviewed at the fiscal year end by two persons other than the Treasurer.
2. The financial reviewers shall sign the financial statement testifying that it is a fair record of the LGH's affairs and transactions.

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ARTICLE XI. COMMITTEES

The Board will act as or appoint such committees as required for the administration, finances and operation. These committees should include, but are not limited to:

- a. facilities maintenance
- b. grant writing and fundraising
- c. events and programs
- d. hall rentals
- e. hall website / publicity

If there are not sufficient Directors to fill the committees, the Officers will perform the associated duties or find individuals to perform the functions.

1. The facilities maintenance committee shall:

- a. see to routine Hall maintenance;
- b. conduct routine fire and safety inspections, making reports to the Municipality of Annapolis as required;
- c. coordinate snow removal;
- d. maintain adequate levels of heating oil;
- e. maintain the heat pump and oil furnace;
- f. interface with fundraising committee to determine areas of need and necessary improvements.

2. Fundraising should be undertaken by the board and membership on a regular basis to support routine maintenance and improvements to the Hall.

3. Grant writing should be undertaken as the opportunity arises and by the approval of the Board. Grant applications should be reviewed by the Officers prior to submission.

4. Events and Programs may be presented for approval by the Board. These activities should reflect the needs and interests of the community identified by surveys or through queries to Hall participants on an ongoing basis.

ARTICLE XII. HALL USAGE

1. The Hall may be used by individuals, private parties, organizations, and government entities for a rental fee to be set by the Association.

2. A half-day rental fee option exists for ongoing programs, classes, and non-profit groups by approval of the Board.

3. No rental fee will be charged for:

- receptions after funeral or memorial services for residents or past residents of Granville Road
- Stoney Beach Cemetery annual meeting
- Schaffner Point Lighthouse meetings
- other events as approved by the Board of Directors from time to time.

ARTICLE XIII. FEES

All fees will be established by the Board, and be charged to attendees at each Hall program.

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ARTICLE XIV. BANKING

1. All monies shall be deposited in a bank account and payments or withdrawals shall be made by cheque over the signature of any two of the following: President; Treasurer; Secretary.
2. The Treasurer shall provide an updated ledger report at each meeting of the Board. Bank statements should be collected by the Treasurer, reviewed, and accounts balanced.

ARTICLE XV. FISCAL YEAR

The Fiscal year of the Association shall be the period from January 1st to December 31st in any year.

Drafted: July 28, 2021 Approved & Submitted to Joint Stocks: _____

Signature of Presiding Officers:

Medea Minnich / President

Susan Tooke / Vice-President

Steve Wilson / Treasurer

Kari Rouse / Secretary

Michael Rouse / Director

Starr Cardwell / Director

Gary Ewer / Director