

# BYLAW NO. 1-00

**A BYLAW OF THE URBAN MUNICIPAL ADMINISTRATORS ASSOCIATION OF SASKATCHEWAN TO SET FORTH AND PROVIDE AUTHORITY FOR THE OPERATION OF THE ASSOCIATION UNDER THE AUTHORITY OF**  
**THE URBAN MUNICIPAL ADMINISTRATORS' ACT**

The Association in open meeting at its Annual Convention enacts as follows:

## **I. GOALS AND OBJECTIVES**

### **1. Education.**

(1) Encourage and maintain the highest possible standards of proficiency, skill and knowledge among its members in all matters relating to the duties of an Urban Municipal Administrator/Clerk.

(2) Promote and assist in maintaining professional standards and efficient administration of Urban Municipal Government and endeavor to maintain an effective working relationship with the Saskatchewan Urban Municipalities Association in all matters related to Urban Municipal Government.

(3) Promote the interest of members in carrying out their duties.

(4) Assist with the development of information, courses and seminars, which will assist members to carry out their duties in a professional manner.

(5) Provide for input from members as to what subjects or topics constitute established courses or seminars and provide a mechanism to monitor those educational programs to ensure the programs remain current and meet the members' requirements.

(6) Provide an avenue for the membership to keep abreast of current municipal matters so those high standards of proficiency, skill and knowledge are maintained.

(7) Facilitate the acquisition and interchange of professional knowledge amongst the membership.

### **2. Promotion of the Association.**

(1) Promote the Association in order to establish a high profile, especially amongst the membership.

(2) Promote the professionalism of the Association.

(3) Promote the acceptance and support of Councils for the Association throughout the Province.

(4) Serve the membership to the maximum of the Association's capacity.

(5) Increase the members' accessibility to the Association.

(6) Maintain and strive for a role of leadership in respect of its members for all matters affecting the Association and membership.

(7) Promote the awareness of the Association's function, goals and objectives.

### **3. Membership.**

(1) Provide classes of membership that will allow access by all interested individuals to the Association and yet maintain the professional standards of the Association.

### **4. Officers.**

(1) Encourage members to participate in the Association by running for Executive positions.

(2) Define the duties and roles of all Executive members.

5. Discipline/Protection/Compensation.
  - (1) Provide leadership in disciplining any member who is in contravention of the Association's Bylaws and/or the Urban Municipal Administrator's Act.
  - (2) Provide assistance and non-monetary support to any member in the case of wrongful dismissal and advice of the procedures available through the Urban Municipal Board of Reference process.
  - (3) Provide advice, assistance to, and protection for, members in their professional duties and relationships and endeavor to secure them satisfactory working conditions, adequate compensation for their services and fair retirement allowances.
6. Liaison.
  - (1) Develop and maintain a close liaison with all levels of Government and other pertinent authorities, particularly with regard to legislation and procedures existing and proposed.
7. Policy Goals and Objectives Review.
  - (1) Implement a mechanism for the continual review of our Association in order to ensure it remains current and meets the needs of the members.
  - (2) Remain flexible to accommodate items of importance that arise from time to time as the priorities and directions of the Association change.

## II. MEMBERSHIP

8. Qualifications
  - (1) Any person 18 years of age or over and of good moral character who holds a valid urban certificate of qualification issued by the Board of Examiners appointed under The Urban Municipality Act, 1984, may apply for membership in the Association.
  - (2) Any person 18 years of age or over and of good moral character who is engaged as the Clerk or Treasurer of a town or village may apply for membership in the Association as an associate member. An associate member shall not have voting privileges at the Annual Convention of the Association nor shall he hold office except as may be provided by the Bylaws of the Association.
  - (3) The Association in Annual Convention may admit as honorary members such members as the Convention may approve.
9. Application
  - (1) An application for membership shall be on a form prescribed by the Association and shall be accompanied by the annual membership fee as set by the Executive Board.
  - (2) If the applicant holds the necessary certificate or other qualifications as herein set forth and pays the membership fee he shall be admitted as a member or associate member of the Association and the Association shall issue to the applicant the appropriate certificate of membership in the Association.
10. Expiry
  - (1) Certificates of membership shall expire on the 31<sup>st</sup> day of January each year and on the expiration thereof all rights of membership in the Association shall cease and terminate unless prior to the said date the holder of a certificate of membership shall have paid to the Executive Director of the Association the annual membership for the then current year as well as any other fee payable under the Bylaws of the Association.
11. Association Name
  - (1) The name of the Association shall not be used by any member or group of members without permission in writing of the Executive Board first having been obtained.

## III. FEES

12. Every application for admission as a member or associate member shall pay to the Executive Director a membership fee to be set annually by the Executive Board.

13. There shall be paid to the Executive Director by every member in the Association on or before the 15<sup>th</sup> day of March every year an annual membership fee as set by the Executive Board.
14. Failure to pay the annual membership fee shall render a member liable to have his name struck from the register of membership in accordance with disciplinary committee policy.
15. A member whose name has been struck from the register of membership for non-payment of the annual membership fee or any other fee payable to the Association may have his name restored to the register by applying in writing to the Executive Director for that purpose and by paying a fee of \$25.00 to cover the cost of striking off and restoring the name. Upon receipt of such application and fee the Executive Director, on being satisfied that an annual membership fee and all other fees payable to the Association by the applicant have been paid shall restore the name of the applicant to the register and issue him an annual membership certificate.
16. No fees shall be payable to the Association by ex-officio members or honorary members who are not practicing Urban Municipal Clerks or Treasurers of a town or village.

#### **IV. REGISTRY**

17. There shall be kept at the office of the Executive Director of the Association a register of the members of the Association in which shall be entered in alphabetical order the names and addresses of the members of the Association in good standing.
18. Separate registers shall be kept of all members and associate members in good standing.
19. The registers shall be open to inspection by any person at all reasonable times.
20. Upon production of evidence satisfactory to the Executive Director of the Association that some error exists in a register, the Executive Director shall correct such error and initial such correction and make a note indicating the date of such correction and a reference to the evidence upon which such correction was made.
21. If a person whose name is inscribed in a register ceases to hold the qualification for membership in the Association, his name shall be struck from the register of membership and except as provided for in Section III, Subsection 4 shall not be restored thereto without the directive in writing to the Executive Director by the Executive Board.

#### **V. DIVISIONS**

22. For the purpose of electing the Directors, the Province shall be divided into divisions in accordance with a plan as set out below and subject to Sections 28(a) and 28(b), the members present at the Convention from each Division shall elect a Director for the Division and each Director shall, except as hereinafter provided, hold office for two years.

##### **DIVISION ONE(1)**

Cities: Estevan, Moose Jaw, Regina, Weyburn, White City.

Towns: Alameda, Arcola, Assiniboia, Balgonie, Bengough, Bienfait, Broadview, Carlyle, Carnduff, Coronach, Fleming, Francis, Grenfell, Indian Head, Kipling, Lampman, Midale, Milestone, Moosomin, Ogema, Oxbow, Pilot Butte, Qu'Appelle, Radville, Redvers, Rocanville, Rockglen, Rouleau, Sinaluta, Stoughton, Wapella, Wawota, Whitewood, WillowBunch, Wolseley, Yellow Grass.

Villages: Alida, Avonlea, Belle Plaine, Briercrest, Carievale, Ceylon, Creelman, Drinkwater, Fairlight, Fillmore, Forget, Frobisher, Gainsborough, Glenavon, Glen Ewen, Goodwater, Grand Coulee, Halbrite, Heward, Kendal, Kennedy, Kenosee Lake, Kisbey, Lake Alma, Lang, McLean, McTaggart, Macoun, Manor, Maryfield, Minton, Montmarte, North Portal, Odessa, Osage, Pangman, Pense, Roch Percee, Sedley, South Lake, Storthoaks, Sun Valley, Torquay, Tribune, Vibank, Welwyn, White City, Wilcox, Windthorst.

## **DIVISION TWO (2)**

Cities: Swift Current

Towns: Burstall, Cabri, Eastend, Gravelbourg, Gull Lake, Herbert, Kyle, Lafleche, Leader, Maple Creek, Morse, Mossbank, Ponteix, Shaunavon.

Villages: Abbey, Bracken, Cadillac, Carmichael, Chaplin, Climax, Coderre, Consul, Ernfold, Fox Valley, Frontier, Golden Prairie, Hazenmore, Hazlet, Hodgeville, Kincaid, Lancer, Limerick, Mankota, Mendham, Mortlach, Neville, North Grove, Pennant, Prelate, Richmond, Rush Lake, Sceptre, Shamrock, Stewart Valley, Success, Tompkins, Val Marie, Vanguard, Waldeck, Webb, Wood Mountain.

## **DIVISION THREE (3)**

Cities: Melville, Yorkton.

Towns: Allan, Balcarres, Bredenbury, Canora, Churchbridge, Colonsay, Craik, Cupar, Davidson, Esterhazy, Foam Lake, Fort Qu'appelle, Govan, Imperial, Ituna, Kamsack, Langenburg, Lanigan, Lemberg, LeRoy, Lumsden, Nokomis, Norquay, Preeceville, Raymore, Regina Beach, Saltcoats, Southey, Springside, Strasbourg, Sturgis, Wadena, Watrous, Wynyard.

Villages: Abernethy, Alice Beach, Arran, Atwater, Aylesbury, Bangor, Bethune, Bird's Point, B-Say- Tah, Buchanan, Buena Vista, Bulyea, Calder, Caronport, Chamberlain, Chorney Beach, Craven, Dafoe, Dilke, Disley, Drake, Dubuc, Duff, Duval, Dysart, Earl Grey, Ebenezer, Edenwold, Elfros, Ethers Beach, Fenwood, Findlater, Fort San, Gerald, Glen Harbour, Goodeve, Grandview Beach, Grayson, Holdfast, Hubbard, Hyas, Island View, Invermay, Jansen, Kannata Valley, Keeler, Kelliher, Killaley, Leuret, Leross, Lestock, Liberty, Lintlaw, Lipton, Lumsden Beach, MacNutt, Manitou Beach, Margo, Markinch, Melville Beach, Neudorf, Pelican Pointe, Pelly, Plunkett, Punnichy, Quinton, Rama, Rhein, Saskatchewan Beach, Semans, Sheho, Siltou, Simpson, Spy Hill, Stenen, Stockholm, Sunset Cove, Tantallon, Theodore, Togo, Tuxford, Viscount, Waldron, Wee Too Beach, West End, Yarbo, Young, Zelma.

## **DIVISION FOUR (4)**

Cities: Saskatoon

Towns: Asquith, Biggar, Central Butte, Delisle, Dundurn, Eatonia, Elrose, Eston, Hanley, Kerrobert, Kindersley, Luseland, Outlook, Rosetown, Unity, Zealandia.

Villages: Beaver Flat, Beechy, Big Shell, Bladworth, Bradwell, Brock, Broderick, Brownlee, Clavet, Coleville, Conquest, Coteau Beach, Denzil, Dinsmore, Dodsland, Elbow, Eyebrow, Flaxcombe, Glenside, Harris, Hawarden, Kenaston, Kinley, Landis, Loreburn, Lucky Lake, Macrorie, Major, Marengo, Marquis, Milden, Mistusinne, Netherhill, Perdue, Plenty, Primate, Riverhurst, Sheilds, Smiley, Strongfield, Tessier, Thode, Tramping Lake, Tugaske, Vanscoy, Wiseton.

## **DIVISION FIVE (5)**

Cities: Humboldt, Melfort, Prince Albert.

Towns: Arborfield, Birch Hills, Bruno, Carrot River, Choiceland, Cudworth, Hudson Bay, Kelvington, Kinistino, Naicam, Nipawin, Porcupine Plain, Rose Valley, Star City, St. Brieux, Tisdale, Wakaw, Watson.

Villages: Albertville, Annaheim, Archerwill, Aylsham, Beatty, Bjorkdale, Candle Lake, Christopher Lake, Codette, Endeavor, Englefeld, Fosston, Lake Lenore, Love, Meacham, Meath Park, Middle Lake, Mistatim, Muenster, Paddockwood, Pilger, Pleasantdale, Prud'homme, Quill Lake, Ridgedale, Smeaton, Spalding, St. Benedict, St. Gregor, St. Louis, Tobin Lake, Valparaiso, Wakaw Lake, Weekes, Weirdale, Weldon, White Fox, Zenon Park.

## **DIVISION SIX (6)**

Cities: Lloydminster, Martensville, Meadow Lake, North Battleford

Towns: Aberdeen, Battleford, Big River, Blaine Lake, Cut Knife, Dalmeny, Duck Lake, Hafford, Hague, Langham, Lashburn, Macklin, Maidstone, Marshall, Osler, Radisson, Rosthern, Scott, Shellbrook, Spiritwood, St. Walburg, Turtleford, Vonda, Waldheim, Warman, Wilkie.

Villages: Alvena, Aquadeo, Borden, Canwood, Chitek Lake, Cochin, Debden, Denholm, Dorintosh, Echo Bay, Edam, Glaslyn, Goodsoil, Greig Lake, Hepburn, Kivimaa-Moonlight Bay, Krydor, Laird, Leask, Leoville, Loon Lake, Makwa, Marcelin, Marsden, Maymont, Medstead, Meota, Mervin, Metinota, Neilburg, Paradise Hill, Parkside, Paynton, Pebble Baye, Pierceland, Richard, Ruddell, Senlac, Shell Lake, Speers, Waseca.

## **DIVISION SEVEN (7)**

Towns: Creighton, La Ronge.

Northern Villages: Air Ronge, Beauval, Buffalo Narrows, Cumberland House, Denare Beach, Green Lake, Ile A La Crosse, La Loche, Pelican Narrows, Pinehouse, Sandy Bay.

Northern Hamlets: Black Point, Cole Bay, Dore Lake, Jans Bay, Michel Village, Patuanak, Stony Rapids, St. George's Hill, Timber Bay, Turnor Lake, Weyakwin.

## **VI. ELECTION OF OFFICERS**

23. The officers of the Association shall consist of a President, a Vice-President, a Executive Director and Directors who, together with the ex-officio members hereinafter referred to, shall constitute the Executive Board of the Association. The ex-officio members on the Executive Board shall be: (1) The immediate Past President of the Association. (2) The incumbent for the time being of the Office of President of the Saskatchewan Urban Municipalities Association. (3) A representative of the associate members of the Association elected at the Annual Convention.

24. a) The President shall be elected at large by the Annual Convention by members in attendance who are members of the Association in good standing and shall hold office for two years until their duly elected successor has been elected.

b) The Vice-President shall be elected at large at the Annual Convention by members in attendance who are members of the Association in good standing and shall hold office for one year until their duly elected successor has been elected.

25. The Directors elected for the even numbered Division and the election first held after coming into force of this bylaw shall hold office for only one year and thereafter shall be elected every two years alternating with the odd numbered Divisions.

26. Subject to Section 32, where a Director or other elected officer of the Association ceases to be member in good standing in the Association before his/her term of office has expired, his/her office shall be declared vacant. In the case of a Director, a new election shall be called.

27. Subject to Section 32, where a Director ceases to be an Administrator for an Urban Municipality in the Division for which he/she was elected his/her office as Director shall be declared vacant and an election shall be held to fill the unexpired portion of the term of office which has been declared vacant.

28. (a) All elections of officers to the Executive board of the Association shall be by ballot or by a show of hands. A majority of votes shall decide any elections.

(b) Notwithstanding subsection (a) a new election to fill the unexpired term of office for a Director may be by mail-in ballots.

29. Scrutineers may be appointed by the Chairman at any election and any member in good standing who is not a candidate may be appointed a scrutineer. Scrutineers shall report the names of the successful candidates but, unless the Convention otherwise decides, they shall not report the number of votes cast for any candidate.

30. The Annual Convention may elect honorary Presidents and honorary Vice-Presidents who shall hold office at the pleasure of the Convention.
31. When a Director or other official of this Association consents to become a candidate for election either as a member of the Legislature or Parliament he shall resign from his office in the Association at the next ensuing Annual Convention or upon his election whichever event occurs first, and no sitting member of the Legislature or Parliament may seek election to the Executive of the Association.
32. Notwithstanding Section 26 & 27, where a Director's seat on the Executive Board becomes vacant on or after January 1st of the year in which the Director's term of office expires, the Executive may: (a) proceed to fill the vacancy in accordance with those Sections, (b) decide not to fill the vacancy until the next Annual Convention.
33. If a member of the Executive Board is convicted of an offense against the Criminal Code of Canada or if his name for any other reason is struck from the register, or if he ceases to be a member of the Association, his office shall forthwith be declared vacant.

## **VII. EXECUTIVE BOARD – POWERS AND DUTIES**

34. The Executive Board shall conduct and administer the affairs of the Association on behalf of the Association.
35. The Executive Board shall meet at the close of each Convention to transact and consider the business of the Association. There shall be appointed at this meeting the Executive Director of the Association who shall be a member in good standing of the Association. The Executive Director shall be paid such remuneration for his services as the Executive Board from time to time decides.
36. The Executive Board shall also meet at such times as the President may direct.
37. A meeting of the Executive Board may be called at any time by the president, or the Vice-President acting in place and stead of the President, or by majority of the Executive Board by sending to each member of the Executive Board at his last address by post notice calling such meeting not less than 7 days before the date of such meeting. Such notice shall state the place and date of meeting and the substance of the business to be brought before it.
38. Meeting of the Executive Board shall be held as often as the business of the Association requires the same to be held.
39. A majority of members of the Executive Board shall constitute a quorum at a meeting of the Executive Board. All members of the Executive Board except the Executive Director shall vote and all questions at such meeting shall be decided by a majority of votes. In the event of an equality of votes, the question shall be decided in the negative. No seconders shall be required for any motion.
40. Members of the Executive Board shall be paid their reasonable expenses in going to, remaining at, and returning from meetings of the Executive Board and in addition a per diem allowance in such amount as the Executive Board shall consider reasonable in the circumstances.
41. No member shall publish or cause to be published any matter concerning the Association which is still under consideration of the Association.
42. No document or agreement in writing affecting the Association is legal unless executed under the seal of the Association, attested by signatures of its proper officers authorised in that behalf, save and except that all promissory notes given by the Association to its bank may be executed under the signature of the President or Vice-President and Executive Director and may be removed from time to time as the circumstances shall require and that all cheques issued on the Association's bank shall be signed by the Executive Director and countersigned by the President or Vice-President.
43. The Executive Board shall appoint an auditor who shall be a member of the Institute of Chartered Accountants of Saskatchewan to prepare the annual audit of the books of the Association.

## **VIII. DUTIES OF OFFICERS**

44. The President shall be an ex-officio member of all special or standing committees of the Association. He shall, when present, preside at all meetings of the Executive Board. In the case of the absence of the President, the Vice-President shall act in his place and stead, and in the event that the office of President shall become vacant, the Vice-President shall act in his place and stead until the next Annual Convention of the Association. In the event the office of Vice-president also becomes vacant the Executive shall appoint one of its members to act in that place until the next Annual Convention.
45. The President shall cause to be submitted to the Annual Convention a report on the affairs of the Association.
46. It shall be the duty of the Executive Director to call and attend all meetings of the Association and of the Executive Board, and to keep a full and correct record of proceedings in the minute book of the Association.
47. The Executive Director shall receive all monies paid to the Association and shall be responsible for the deposit of the same to the credit of the Association in such bank as the Executive Board may from time to time designate.
48. The Executive Director shall fully and properly account for the funds of the Association and shall present to the Executive Board a statement duly audited by the auditor of the Association in time for transmission to the Annual Convention.
49. The fiscal year of the Association shall be from the 1<sup>st</sup> day of January to the 31<sup>st</sup> day of December in every year. The Executive Director shall furnish to the Association at its expense a guarantee and fidelity bond acceptable to the Executive Board for the due and faithful discharge of his duties.
50. The Executive Director shall have custody of all correspondence, all documents and records of the Association and shall perform all such duties as the Executive Board may from time to time require him to perform.
51. A Director shall:
  - a) Call at least one meeting in the Division each year.
  - b) Act as a Liaison Officer between the Board and the Division and bring matters of concern from the Executive to the Division and from the Division to the Executive.
  - c) Actively promote the Association within the Division.
  - d) Work for a complete membership in the Division.
  - e) Encourage the sharing of education and mutual support.
  - f) Bring to the attention of the Disciplinary Committee any person in violation of the Association's Bylaws and/or Urban Municipality Act or the Northern Municipalities Act who is employed within the Division.

#### **IX. DISCIPLINARY POWERS**

52. There shall be and there is hereby created a Committee of the Executive Board to be known as the "Disciplinary Committee."
53. The Disciplinary Committee shall consist of any three members of the Executive Board of the Association who shall be appointed by the President or in the absence of the President or his inability to act, by the Vice-President.
54. The Disciplinary Committee shall have and exercise all the disciplinary powers of the Executive Board under the provisions of the Urban Municipal Administrators' Act.
55. For the better understanding of these bylaws the Code of Ethics appearing in Schedule "A" hereof is approved as constituting regulations regarding professional practice; the breach of which may render the offending member liable to such disciplinary measures as the Executive Board of the Association may consider appropriate, either by way of suspension, expulsion or discipline, provided that the said Code of Ethics is in no way intended to limit the power of the Executive Board to deal with any case of alleged misconduct which may arise, whether or not specifically stated herein.

#### **X. CONDUCT OF CONVENTION**

56. A Convention of the Association shall be held once every calendar year at a place and on dates determined by the Executive Board.
57. Three weeks notice of the time and place of the Annual Convention shall be sent by ordinary post to every member at his last postal address as shown by the records of the Executive Director of the Association.
58. All members of the Association in good standing on the date of the opening of the Convention and no others shall be entitled to vote thereat.
59. Except with unanimous consent of the Convention, no amendment to the Association's Bylaws shall be proposed or introduced by which notice was not received by the Executive Director at least six weeks prior to the Convention. The vote of at least two-thirds of the members in good standing and voting shall be required to carry a resolution amending the Association's Bylaws.
60. Resolutions presented to the Convention shall be submitted in writing by a member in good standing and shall bear thereon the name or names of the sponsors thereof who shall also be members in good standing of the Association. No seconders to any motion shall be required.
61. Voting in Convention shall be by ballot or show of hands, as the Convention may decide. Except where otherwise provided by Bylaw, questions shall be decided by a majority of votes.
62. The order of business at the Annual Convention shall be in accordance with the program prepared by the Executive Board.
63. Except by permission of the presiding Officer no member shall be permitted to speak or to introduce a motion, provided, however, that a member shall not require the permission of the presiding Officer where his purpose is to ask a question and in every such case the question shall be framed in as concise and succinct form as the nature of the case permits. Provided further that the right to ask questions without permission of the presiding Officer shall not be used for the purpose of circumventing the power of the presiding Officer relating to the conduct of the Convention.
64. Except by permission granted by a vote of the Convention no member shall speak more than once and for longer than 5 minutes on a resolution except the mover of a resolution who may speak in rebuttal at the end of debate on the resolution moved by him.
65. When a question is under debate no motion shall be in order except a motion to adjourn, postpone consideration, or amend. These motions as between themselves shall take precedence in the order mentioned, and the first two shall be decided on the question being put without debate.
66. All motions or amendments shall be put to the Convention by the presiding Officer who shall first ask, "Are you ready for the question?"

**XI. MISCELLANEOUS**

67. Bylaws number 1, 2, 3, 4, 5, 6, 7, 8, 9,10,11,12 and 13 are hereby repealed.
68. Coming Into Force.
  - (1) This Bylaw shall come into force and take effect upon its date of adoption.