

**AVALON COMMUNITY ASSOCIATION  
CORPORATION**

**ARTICLES OF INCORPORATION,  
BYLAWS, POLICIES, AND PROCEDURES**

## **ARTICLES OF INCORPORATION**

### **ARTICLE ONE – NAME**

- 1.01 The name of this association shall be the Avalon Community Association Corporation (hereinafter referred to as the “Association”).

### **ARTICLE TWO – MUNICIPALITY OF REGISTERED OFFICE**

- 2.01 Saskatoon
- 2.02 2606 Broadway Avenue, Saskatoon, Saskatchewan, S7J 0Z6.

### **ARTICLE THREE – MEMBERSHIP**

- 3.1 There shall be one class of membership. Membership shall be open, upon payment of the required fees, and for a period as determined by the Directors to:
- Any individual or family that resides within the Association boundaries;
  - Families with children who attend schools located within the Association boundaries;
  - Any individual or family who shall be deemed eligible for membership at the discretion of the Directors.
- 3.2 The Directors shall set membership fees. Membership fees shall be paid annually for the term commencing September 1 and ending August 31. The Directors may waive the membership fee, at its discretion.
- 3.3 Every member, eighteen (18) years of age or older, shall be entitled to vote. There shall be no proxy vote.
- 3.4 Any individual or family, which has paid the required fees, shall be considered a member in good standing.
- 3.5 Members and non-members may participate in the activities of the Association, but priority shall be given to members. The fees schedule for such activities, for members and non-members, shall be determined by the Directors.
- 3.6 The Association shall, for the purpose of admission to its programs and activities, honour memberships in similar organizations applicable to other neighbourhoods in the city of Saskatoon.
- 3.7 Membership cards may be issued.
- 3.8 Membership fees shall be set annually by the Directors.

### **ARTICLE FOUR – RIGHT TO TRANSFER MEMBERSHIP INTERESTS**

- 4.01 N/A

**ARTICLE FIVE – NUMBER OF DIRECTORS**

5.01 The association shall be governed by a Board of Directors (hereinafter referred to as the “Directors”) consisting of a minimum of 5 and a maximum of 25 members, who are duly elected by the membership of the Association.

**ARTICLE SIX – TYPE OF CORPORATION**

6.01 The corporation is a Not-for-Profit Corporation.

**ARTICLE SEVEN – RESTRICTIONS**

7.01 N/A

**ARTICLE EIGHT – DISSOLUTION**

8.1 If the members resolve that the Association can no longer function as a viable organization, then dissolution may be considered. This action shall be implemented only after it has been concluded that no future purpose for the Association’s existence can be identified and the Directors may instead resolve to suspend activities until enough interest is shown to make it viable again.

8.2 Upon dissolution, all remaining assets shall be donated to a charitable or non- profit organization identified and approved by the members at the same meeting as dissolution was approved; and no resolution to approve dissolution of the Association shall be effective unless it specifies such a charitable or non-profit organization.

*Approved at the Annual General Meeting of the Association on October 25, 2017.*

\_\_\_\_\_  
Kristina Best, President  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Derek Blum, Treasurer  
Dated: \_\_\_\_\_

## **BYLAWS**

### **BYLAW ONE – BOUNDARIES**

- 1.01 The Avalon Community Association shall include all the areas in the city of Saskatoon, Saskatchewan, Canada, bounded on the north by Ruth Street, on the east by Clarence Avenue, on the south by Circle Drive, and on the west by Lorne Avenue. The Association recognizes areas outside the stated boundaries are affected by its activities and welcomes participation from residents of such areas.

### **BYLAW TWO – PURPOSE AND OBJECTIVES**

- 2.1 The purpose of the Association is to make it a better place in which to live; to encourage a sense of community; to promote, develop, and organize recreation, educational, and social programs for the residents of the community; and to work to enhance the quality of life of all people in the neighbourhood.
- 2.2 The above stated purpose will be fulfilled through the following objectives:
- To promote and assist in the recreational, educational, and social programs of the residents in the neighbourhood;
  - To work in cooperation with the City of Saskatoon, Community Services Department;
  - To work in conjunction with other organizations and agencies;
  - To promote and carry out activities (for which funds may be raised) that further the objectives of the Association.
- 2.3 The Association shall be non-sectarian, non-partisan, and non-commercial in all its relationships. The name of any members in his or her official capacity shall not be used in connection with any political interests or with any commercial group or its products or for any other purpose than the regular work of the Association.

### **BYLAW THREE – GOVERNANCE**

- 3.1 All affairs concerning the operation of this organization shall be bound by the Articles of Incorporation, Bylaws, Policies, and Procedures.
- 3.2 The Board of Directors shall consist of the following positions:
- President
  - Vice President
  - Past President (non-elected)
  - Secretary
  - Treasurer
  - Directors-at-Large (up to 20)

- 3.3 The Community Consultant of the Community Services Department with the City of Saskatoon, the Principal or designate of, all schools within the boundaries of the community shall be ex officio Directors and shall not have voting privileges.
- 3.4 In the event of any disputes as to the meaning of any resolution or Bylaw passed, the interpretation of the Board shall be final and binding.

#### **BYLAW FOUR – POWERS OF THE BOARD**

4.1 The Board shall be responsible to the membership and have power on behalf of the membership to do all things necessary for the achievement of the objectives of the Association, and without restricting the generality of the foregoing, be empowered to:

- a) administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association;
- b) decide to commence or discontinue any form of program or activity being conducted under the auspices of the Association;
- c) appoint committees and assign their responsibilities, authorities, and duration;
- d) accept any resignation and appoint any member to fill any vacancy occurring for the balance of the term;
- e) ensure the Association operates on a non-political, non-sectarian basis;
- f) ensure that the objectives of the Association are carried out without pecuniary gain to its members and that any projects are used in promoting its objectives;
- g) where deemed necessary, subsidize the fees for activities;
- h) make rules and regulations.

- 4.3 Any Director who, for any reason shall cease to hold office, shall turn over to the Directors all documents, records, books, funds, and other property of the Association within seventy two (72) hours.

**BYLAW FIVE – MEETINGS**  
**ANNUAL GENERAL MEETING**

- 5.1 The Annual General Meeting (AGM) shall be held in October of each year and shall be open to all residents within the boundaries of the Community.
- 5.2 The reviewed financial statement shall be presented at the Annual General Meeting.
- 5.3 Not less than eight (8) members shall constitute a quorum at the Annual General Meeting.
- 5.4 The order of business for the Annual General Meeting shall be as follows:
- Call to Order
  - Approval of Agenda
  - Minutes of the previous Annual General Meeting to be read and adopted
  - Business arising from minutes of previous Annual General Meeting
  - Correspondence
  - Reports of the Board and Committees
  - Presentation of Annual Financial Statement
  - Presentation of Annual Budget
  - New Business
  - Election of Directors
  - Adjournment

**SPECIAL GENERAL MEETINGS**

- 5.5 Special General Meetings may be called by the Directors at any time they deem it necessary, for any purpose.
- 5.6 Special General Meetings shall be called whenever requested in writing and signed by not less than twenty (20) members.
- 5.7 Requests must state clearly the nature of the business to be transacted. No other business may be carried out.
- 5.8 Special General Meetings must be held within fifty (50) days of receipt of the request.
- 5.9 Quorum at Special General Meetings shall not be less than eight (8) members.

## BOARD MEETINGS

- 5.10 May be held monthly at the discretion of the Directors.
- 5.11 Shall be open to all residents within the boundaries of the Community, but presentation of motions and voting rights shall be restricted to elected or appointed Directors.
- 5.12 One third of the filled Director positions shall constitute a quorum.

## NOTICE OF MEETINGS

- 5.13 Public notice of Annual and Special General Meetings must be made in writing and delivered by mail or personal delivery to all members not less than fifteen (15) days and not more than ninety (90) days before the meeting.
- 5.14 Notification shall be provided, as well, to all residents of the Community in a manner deemed reasonable by the Directors (i.e. social media, website, newsletter, etc.).
- 5.15 Notice of Annual General Meetings shall include the proposed agenda, the list of nominations for Director positions, and information about proposed amendments to the Articles of Incorporation and/or Bylaws.

## **BYLAW SIX – VOTING**

- 6.1 The general business of the Association shall be decided by a majority vote of Directors present at the meeting, by a show of hands with the following exceptions:
- Amendments to the Articles of Incorporation must be passed by at least a two-thirds (2/3) majority of those members present; and
  - Election of the Directors shall be by secret ballot upon the request of any one member.
- 6.2 In the event of a dead-lock, the President shall have the deciding vote.
- 6.3 Every member, as defined in Article 3.1, in good standing (18 years of age or older) is entitled to one vote. There shall be no proxy vote.
- 6.4 In the event that an issue presents that a vote is required of the Board prior to a scheduled meeting, an email vote is permitted. An email vote will follow the same process as in a Board meeting. A motion is to be emailed to the all members of the Board, followed by a “yay”/“nay” or abstentions from the remaining Board members. Once a majority vote has been reached, the Chair will call the vote. All correspondence must be copied (cc'd) to all board members. An email vote shall be noted as “New Business” at the subsequent meeting.

## **BYLAW SEVEN – ELECTION OF DIRECTORS**

- 7.1 Election of Directors shall be held during the Annual General Meeting of the Association.
- 7.2 All members, who are eighteen (18) years of age or older at the time of the Annual General Meeting, shall be eligible to take office or be a candidate for office.
- 7.3 There may be a Nominating Committee or Chairperson appointed by the Directors. The Nominating Committee or Chairperson shall prepare a list of those who have consented to let their names stand for election at the Annual General Meeting. Nominations will also be accepted from the floor at the Annual General Meeting.
- 7.4



- 8.7 All expenditures over \$250.00 shall be submitted to the Board for prior approval.
- 8.8 All property of the Association shall be the responsibility of the Directors, who shall ensure that a correct inventory of property is kept.
- 8.9 Activity fees shall be determined by the Director(s) of Programs and shall be paid prior to participating in each activity.
- 8.10 Members of the board shall receive free membership while holding office.

#### **BYLAW NINE – PLEDGING OF CREDIT**

- 9.01 No Director, nor member of the Association, shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association, wherein the Association is or will be obligated, until such commitment has been approved by the Directors.

#### **BYLAW TEN – SIGNING AUTHORITY**

- 10.1 All cheques drawn upon the Association bank account and all legal papers and contracts must be signed by two (2) of the following: the Treasurer, Secretary, President, Vice President, or a Director-at-Large as approved by the board.
- 10.2 No board member with signing authority shall be authorized to sign their own cheque(s), unless only there is only two (2) Directors with signing authority.
- 10.3 No two Directors, who reside in the same household or are related, shall be authorized to both have signing authority.

#### **BYLAW ELEVEN – COMMUNICATIONS**

- 11.01 The Association shall communicate with its membership on an ongoing basis to inform all of the affairs and events of the Association.

#### **BYLAW TWELVE – DISPUTES, LIABILITIES, AND INSURANCE**

- 12.1 In the event of any disputes as to the meaning of any Article, resolution, Bylaw or Policy passes, the interpretation of the Directors shall be final and binding.
- 12.2 Neither the Directors nor any member of this Association shall be held personally liable for any debts, liabilities or legal action brought against the Association.

- 12.3 A member shall not be liable in his/her individual capacity for any debt or liability of the Association.
- 12.4 The Association shall carry adequate insurance, as required by the City of Saskatoon, as well as any other insurance deemed necessary by the Directors.

### **BYLAW THIRTEEN – AMENDMENTS**

- 13.1 Proposed amendments to the Articles of Incorporation must be made in writing and presented to the Directors sixty (60) days before the Annual or Special General Meeting.
- 13.2 Full details of the proposed amendments to the Articles of Incorporation must be sent out in the notice of the meeting.
- 13.3 Any amendments must receive at least two-thirds (2/3) of the votes cast before it shall be passed.
- 13.4 In the event of any disputes as to the meaning of any resolution or Bylaw passed, the interpretation of the Directors shall be final and binding.
- 13.5 The Board may amend any Bylaw by majority vote at any time, but the amendment must be ratified at the Annual General Meeting.

### **BYLAW FOURTEEN – ASSOCIATION CODE OF CONDUCT**

- 14.1 The Association is committed to providing an environment free of abuse, discrimination, and harassment because of any characteristics covered by Saskatchewan Human Rights legislation. This Code will apply to all Directors, volunteers, instructors, coaches, participants, and parents.
- 14.2 The Association believes that those involved in the Association activities shall reach for the ideals of a strong community that include:
- Respect for the rules of the sport or activity involved
  - Respect for officials, coaches, and volunteers and acceptance of their decisions
  - Respect for other participants
  - Concern for equal opportunity and participation
  - Dignity under all circumstances
  - Respect for the rules of Fair Play and principles of sportsmanship as defined by:
  - Respect in Sport, A Guide for Parents – Fair Play Code for Parents (Attachment 1)
  - True Sport Principles (Attachment 2)

- Zero tolerance for abusive or threatening language/behaviour.

- 14.3 Any individual, who believes that a breach of this Code has occurred, may file a complaint with the Directors. Such complaint may be verbal (if informal) or in writing (formal). Any formal complaints will be dealt with by a quorum of the Directors within 30 days of receipt.
- 14.4 The Directors will work to rectify the situation with the parties involved. This could include removal of the individual/family from activities of the Association as a volunteer, instructor, coach, observing parent, participant, or Director for up to two years.

**BYLAW FIFTEEN – SUBCOMMITTEES**

- 15.1 A subcommittee shall be formed whenever the Board deems necessary for the purpose of matters coinciding to the Board, but requiring a separate committee to address, review, evaluate, etc.
- 15.2 A chair will be appointed by the subcommittee.
- 15.3 Minutes will be recorded at all meetings of the subcommittee and as report presented to the Board at each subsequent Board meeting.
- 15.4 If a budget is required by the subcommittee, one must be presented to the Board for prior approval to any expenses being incurred.

*These Bylaws were enacted by the Avalon Community Association Corporation on the 25<sup>th</sup> day of October, 2017.*

\_\_\_\_\_  
Kristina Best, President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Derek Blum, Treasurer

Dated: \_\_\_\_\_

## **POLICIES AND PROCEDURES**

### **DUTIES OF DIRECTORS**

- 1.1 All board members must attend and participate in regular, special, and general meetings of the Association.
- 1.2 All board members must produce a budget, as applicable, to be presented at the annual general meeting of the Association.
- 1.3 President
- a) presides as chairperson at all meetings of the Board and the Association;
  - b) is responsible for preparation of the agenda for meetings, at least one (1) week prior to meetings;
  - c) has signing authority for documents and cheques drawn on the Association's funds, in accordance with Bylaw No. 10.01;
  - d) represents the Association to the various levels of government and other agencies;
  - e) ensures that all Directors are adequately trained in their duties and functions;
  - f) is ex officio member of all Committees and designates jobs to Committees.
- 1.4 Vice President
- a) in the absence of the President, assumes all authority and responsibility generally designated to the President;
  - b) has signing authority on documents and cheques drawn on the Association's funds, in accordance with Bylaw No. 10.01
  - c) assists the President with the leadership and direction of the Association;
  - d) is responsible for coordinating all standing committees;
  - e) is in line to assume the President's position upon the expiration of the current President's term.
- 1.5 Past President
- a) is a Director for a minimum of two (2) year following the expiration of his/her President's term;
  - b) Provides guidance and support for the Vice President and the Directors;
  - c) may assume responsibilities as determined and designated by the Directors;
  - d) chairs meetings in the absence of both the President and the Vice President.
- 1.6 Secretary
- a) records, preserves, distributes (via email, within four (4) days of meeting), and reads the minutes of all meetings of the Directors and General Meetings of the Association;
  - b) has signing authority on documents and cheques drawn on the

- c) Association's funds, in accordance with Bylaw No. 10.01;
- d) keeps a record of all Committees and Committee members and maintains attendance records of the Directors;
- e) is responsible for notification and distribution of agenda to all Directors, one (1) week preceding the next meeting (via email);
- f) works with the Director of Website to ensure adequate information is available online; and
- g) handles all correspondence as directed by the Directors.

1.7 Treasurer

- a) maintains regular books and records of the Association's finances;
- b) has signing authority on documents and cheques drawn on the Association's funds, in accordance with Bylaw No. 10.01;
- c) prepares and presents financial statements for regular Association meetings;
- d) presents the annual financial statement at the Annual General Meeting;
- e) prepares a budget projection for the approval of the Directors at the beginning of each fiscal year.

1.8 Director of Programs

This position may be a shared position. It is encouraged to have another individual (i.e. a Director-at-Large) assist the Director of Programs with part of the position, particularly the Rentals portion of the position.

- a) determines which programs to run ensuring that the programs appeal to a wide range of ages and interests;
- b) books the program facilities with the Public School Board, Catholic School Board or another community facility;
- c) prepares a program budget, as well as determines what each class will cost per student and how much each instructor will be paid per class to ensure that each class does not run a deficit, especially adult classes;
- d) hires qualified instructors (background checks, certifications, references, etc. as applicable). Once registration is complete and the class is financially feasible to run, have each instructor sign a contract (provided by the City of Saskatoon). Provide them with information about the location of their class, Director of Program information, their participant list and ensure they are given their class schedules. They must contact their participants and/or parent/guardian prior to the start of class, and cc the Director of Programs, informing of the schedule, any cancellations and any supplies/materials required for the class;
- e) advertises programs in the City of Saskatoon's Leisure Guide and any Association advertisement materials (i.e. social media, newsletter, website, etc.);
- f) coordinates and advertises [see 1.8 g)] registration for programs;
- g) ensures all equipment is in good working order for classes and purchases equipment and/or have instructors submit a budget for new equipment;
- h) monitors programs and solve any problems or issues that may arise. This may

include, but is not limited to: low attendance due to drop outs, inappropriate facility, and inappropriate instruction;

- i) enquires with participants requesting feedback on the programs, mid-way, and at the end of programs;
- j) provides financial reports to the Board stating the financial results of the programs;
- k) evaluates and wrap up the programs. Pays instructors promptly upon receiving their evaluation forms;
- l) determines effectiveness of programs;
- m) provides a session-end financial report to the Board with all income and costs for that session (i.e. registrations, memberships, instructor fees, equipment, etc.);
- n) works with the Director of Website to ensure adequate information is available online; and
- o) ensures all equipment is returned at the end of each session by instructors and replaces any equipment that has been damaged through the session.

#### 1.9

##### Director of Events

- a) plans, organizes, and executes all events and social activities as determined by the Board of Directors;
- b) prepares a budget for the social and/or special events;
- c) researches and applies for applicable grants;
- d) applies for any permits that may be required (i.e. special events, gaming license, liquor license, etc.);
- e) books facilities, venues, and equipment;
- f) recruits and/or contact entertainment, activity providers, and special guests;
- g) recruits volunteers as required;
- h) promotes events as required;
- i) provides a follow-up financial statement to the Board with all income and costs for the events; and
- j) works with the Director of Website to ensure adequate information is available online.

#### 1.10

##### Director of Rink (x positions, x votes)

- a) maintains the rink and repairs, including, but not limited to:
  - i) grass surface;
  - ii) boards;
  - iii) chain-link fencing;
  - iv) lighting;
  - v) nets;
  - vi) shed;
  - vii) snow blower;
  - viii) John Lake School boot room; and
  - ix) miscellaneous equipment;
- b) supervision of public skate times;
- c) builds up the ice surface and floods the ice throughout the winter season;

d) maintains the ice surface and keepin

<b>Policy Title:</b> Criminal Record Check/Vulnerable Sector Check	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	Policy No. 1

**PURPOSE**

- 1.1 The Avalon Community Association (ACA) strives to hire instructors and recruit volunteers to serve the community. In doing so, the ACA must ensure that volunteers and instructors in positions of trust do not put the association and community in jeopardy.

**DEFINITIONS**

- 2.1 Positions of Trust: for the purpose of this policy, shall be positions that fall into the following categories:
- Working with or around vulnerable groups (i.e. children, elderly, or persons with disabilities)
  - Physical handling of cash (including cheques, credit and debit cards)
- 2.2. New Volunteers/Instructors: for the purpose of this policy shall be anyone recruited to be an executive member or instructor who is new to the ACA.
- 2.3 Current Criminal Record Check (CRC): A check provided by the Saskatoon Police Service that is dated no more than six months prior to the date of commencement.
- 2.4 Vulnerable Sector Search: Identifies whether or not an individual has had a sexual offence recorded in their name in Canada for which a pardon has been granted or issued.
- 2.5 Current Vulnerable Sector Search: A search that is dated no more than five years prior to the date of issuance.

**GENERAL POLICY**

- 3.1 This policy applies to all current and new ACA volunteers and instructors who are awarded a position of trust.
- 3.2 All people in positions of trust are qualified to serve once an acceptable current criminal record check has been received or while the CRC is being processed





<b>Policy Title:</b> Criminal Record Check/Vulnerable Sector Check	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	Policy No. 1

- 3.3 Vulnerable sector searches will be required for positions working with or around vulnerable groups and for positions on the ACA Board of Directors. This includes the qualification “acceptable current criminal record check and vulnerable sector search.”
- 3.4 The CRC delegate as determined by the Board of Directors will inform incoming volunteers and instructors that a current criminal record check is required for their position.
- The Association will provide a letter to the volunteer so the police can waive the processing fee. If the fee cannot be waived the cost of the CRC will be covered by the association. Failure to provide information for a criminal record check may result in the position being withdrawn. Applicants may begin volunteering/instructing once the CRC procedure has begun.
- 3.5 The association CRC delegate will review the criminal record check once it is received. If a record does exist, the association delegate may call the applicant to discuss the criminal record check prior to discussing it with the executive.
- 3.6 In such cases where a record does exist, the association’s CRC Delegate, in conjunction with the board, will review the record while considering the following:
- the nature of the offence;
  - the relevance of the offence to the position applied for.
- 3.7 The CRC will not be stored or collected by the board, but returned to the applicant (volunteer or instructor) after approval.



<b>Policy Title:</b> Cost as a Barrier (CAAB) Funding Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 2

**PURPOSE**

- 1.1 The Avalon Community Association (ACA) strives to have accessible programming for all to serve the community. In doing so, the ACA must ensure that no person is excluded from participating in events and programs due to cost being a barrier.
- 1.2 The ACA may subsidize programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burden.

**GENERAL POLICY**

- 2.1 The ACA may review all requests for assistance brought forward by families wishing to participate in activ



<b>Policy Title:</b> Conflict of Interest	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 3

## **PURPOSE**

- 1.1 To ensure that all decisions are made in a manner that is beneficial to the advancement of the Association and not in sectarian or political ways benefitting individual members or their personal business.

## **DECLARATION REGARDING CONFLICT OF INTEREST**

- 2.1 All appointments to Board, Committees, and Sub-Committees:  
A member shall be required to declare a conflict of interest whenever the applicable Board, Commission, Authority or Committee is discussing a matter/topic that has financial implications on the member or the group/organization that the member represents.

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<b>Policy Title:</b> Social Networking Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 4

**PURPOSE**

- 1.1 To ensure mediums of electronic communications are used in a way that is respectful and builds community by allowing member and the public to access Association information electronically.

**DEFINITION**

- 2.1 Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests.

**GENERAL POLICY**

- 3.1 Failure to follow these guidelines may result in disciplinary action from the ACA Discipline Committee.
- 3.2 The ACA understands and appreciates the importance of social networking as it relates to the personal lives of its members.
- 3.3 Members will not make statements that demean ACA volunteers, its programs, members, sponsors or any other persons associated with the ACA. Constructive, in-person discussions will occur at monthly meetings.
- 3.4 Members will not electronically communicate confidential information, such as medical history (injuries or other), family situations, and any other information that is deemed confidential.
- 3.5 Members will not share photos, videos, or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc.
- 3.6 Members will not post inappropriate, derogatory, racist, or sexist comments of any kind that contradict the policies outlined by the ACA.
- 3.7 Members are advised that ACA owns and maintains all legal rights to its email and network, and any email passing through these systems is owned by the ACA. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a public network.



<b>Policy Title:</b> Rink Rental Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	Policy No. 5

**PURPOSE**

- 1.1 To ensure that the Avalon Rink remains accessible for public use while permitting user groups to access ice time within the community
- 1.2 Outdoor rinks are operated by local community volunteers. Operators devote numerous hours and effort to maintain the local outdoor rinks on behalf of the community. The use of these rink surfaces are offered free of charge to residents. In order to ensure that a good relationship is maintained between the community operator and your group, we ask that you adhere to the following guidelines.

**GENERAL POLICY**

- 2.1 All requests must be submitted to the Rink Coordinators five (5) business days prior to the date requested to confirm and accommodate your group.
- 2.2 The Avalon Community Association requests a minimum of 12 skaters be present throughout your allotted time of use.
- 2.3 A contract is issued for the dates, days, and times indicated and may not be transferred to another user group.
- 2.4 The fees associated with the rental of the rink to outside user groups may be determined at the discretion of the Director(s) of Rink.
- 2.5 Inclement weather, such as snowfalls or mild temperatures may cause rinks to be unavailable for use during the time specified on your contract. To find out if the rink is open, the contract holder will contact the rink operator.
- 2.6 Please refrain from skating during excessively mild weather as it can damage the ice for the remainder of the season and pose a safety hazard.
- 2.7 The contract will be cancelled if participants are more than 20 minutes late for the allotted time period and any money will not be refunded.
- 2.8 Contract holders must follow the directions of the rink attendant if present.
- 2.9 Children must be under adult supervision at all times and wear proper safety gear.



<b>Policy Title:</b> Rink Rental Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	Policy No. 5

- 2.10 For general safety, it is encouraged that all users wear safety gear, including helmets.
- 2.11 This is a volunteer operated rink and it may be necessary for you to scrape/clear the ice before your game. **Scraping and clearing the ice at the end of your allotted time is a requirement.** Please ensure the scrapers/shovels are left at the facility.
- 2.12 To assist community operators with ice maintenance, please ensure that snow is completely shoveled over the boards.
- 2.13 Given the provisions of the “Noise Bylaw” rinks may not be used after 11:00 p.m. Lights will be shut down at this time (through a timer or manually).
- 2.14 When leaving the site, please ensure that:
- all scrapers and shovels are left at the facility
  - the facility is clean and garbage is either placed in the supplied bins or removed.

Public skating times will be offered annually. Please contact [avalonrink@shaw.ca](mailto:avalonrink@shaw.ca).

If you require assistance in the absence of rink operator or for any other related outdoor ice rinks, e-mail to [avalonrink@shaw.ca](mailto:avalonrink@shaw.ca).



<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	Policy No. 6

**PURPOSE:**

- 1.1 To guide the Avalon Community Association to exhibit appropriate and respectful qualities of decorum consistent with levels of politeness towards other executive members and the public.

**LEVELS OF REPRIMAND**

- 2.1 When the standards outlined below cannot be met they may be dealt with by:
- Level 1: A verbal reprimand
  - Level 2: A written reprimand
  - Level 3: A suspension from participation in or at specific and defined Association activity, or a complete suspension from participation in or attendance at all Association activities
  - Level 4: Expulsion or a combination of any or all by special vote of the membership
  - Level 5: Depending on the severity of the incident, the Executive may choose to bypass any or all levels.

**DISCIPLINE COMMITTEE, POLICY, AND PROCESS**

- 3.1 The Discipline Committee will consist of the Vice-President (or the President in the absence of the Vice President) as Chair and two other members of the Executive. These two members are decided upon by a vote of the Executive at the November meeting of each year. An Executive member must declare a conflict of interest if they are directly or indirectly involved in the incident. The President will preside over determination of conflict of interest and appoint a replacement for that particular case.
- 3.2 The Discipline Committee shall have the power to suspend summarily any executive, association member or individual for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee for such period of time as the Discipline Committee deems appropriate.
- 3.3 Disciplinary action will commence by the Discipline Committee only after a written report is prepared and the written report must be received within ten days of the incident by the Vice- President. Any suspension imposed by the Discipline Committee shall, upon the Discipline Committee giving notice



<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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thereof, take effect immediately and result in the suspended person's suspension from participation in all activities to which the suspension applies during the term of such suspension including voting rights.

- 3.4 Any suspension or action that exceeds 31 days must go to the entire executive for deliberation and subsequently a vote which will require 2/3 approval to go forward.
- 3.5 A suspended person may appeal any suspension imposed by the Discipline Committee by giving written notice to the Executive Committee within seven days of the date of the suspension. Such appeal shall be heard by the Discipline Committee at a scheduled meeting following the date of receipt of the appeal or within seven days, whichever occurs first.

**APPEALS**

- 4.1 The Appeal must be in writing and made by registered mail or email. It must outline all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven days of being notified of the decision of the Discipline Committee. An appeal will be put on the agenda for the next executive meeting to be discussed and decided by majority. All appeals must be requested in writing.
- 4.2 The Discipline Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding. The appeal letter must be sent within 5 days following the decision. Appeals that are granted will be communicated by phone or email within 48 hours of the decision and in writing.

**DISPUTE RESOLUTION PROTOCOL**

- 5.1 There is a Problem Solving Protocol that will be followed for most incidents before proceeding to the Discipline Committee. Documentation is kept to lend credibility to the complaint and in case future problems arise. This documentation includes the time, date, and place of the events, names of the parties involved and any names of any witnesses. Also, a specific outline of the exact problem/issue, the desired outcome or resolution you are looking for and any attempts to reach that outcome/resolution.





<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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Step 1: 24 hour rule. You must wait for 24 hours before bringing forth your concern. This allows for a more level head and ensures your perception of events is accurate. Document the concerns even if you choose to ignore the issue at this time as a record of the incident may be useful at a future time should the action repeat itself.

Step 2 - Contact the President to present the concerns a minimum of 24 hours after the incident. Individuals will be asked to document their concern. Following this procedure allows for all interested individuals to present their concerns in a structured format. The President will then set up a meeting where all parties involved should be present, as well as an executive member. The President should take notes to keep record. Should the President be involved, no more than three other executive of the association should facilitate the meeting. The goal of the meeting should be to problem solve, not win an argument.

Step 3 – Outcome. The Executive Disciplinary Committee determines what disciplinary action is necessary. All documentation is provided to determine what solutions were attempted. Any incident that the Executive deems as harassment will be dealt with under the guidelines of the Anti-Harassment Policy.



<b>Policy Title:</b> Anti-Harassment Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 7

## **PURPOSE**

- 1.1 To ensure all members are aware of the definition of harassment and to assist in the effective management of those affected by harassment within the Association.
- 1.2 Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

## **DEFINITION**

- 2.1 Harassment is a form of discrimination. Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior 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 physical assault or abuse
  - Any sexual offence
  - Behavior 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.

## **GENERAL POLICY**

- 3.1 Any breach in the above mentioned Harassment Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association (Refer to ACA Policy on Complaints, Dispute Resolution and Disciplinary Action).



<b>Policy Title:</b> Respectful Discussions	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	Policy No. 8

**PURPOSE**

- 1.1 This policy promotes positive behavior and respect for all participants within the Avalon Community Association.

**GENERAL POLICY**

- 2.1 All board members must sign an agreement stating that they will observe the Respectful Discussions document before being allowed to volunteer and participate in an executive role.
- 2.2 Any breach in the above mentioned Code and Association Bylaws and Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association (Refer to ACA Policy Complaints, Dispute Resolution and Disciplinary Action).
- 2.3 The Respectful Discussions document signing occurs at the first Executive Meeting Agenda following fall elections. The Executive will review and discuss each item and sign the contract. The Secretary will collect and maintain original signed documents.
- 2.4 Upon fiscal year end, the Secretary will destroy all signed Respectful Discussion Agreements.

**RESPECTFUL DISCUSSION AGREEMENT**

The Avalon Community Association agrees that decision making and planning can result in challenging discussions, and also, fruitful decisions. Recognizing this, below are guidelines for encouraging respectful discussions at executive meetings. All executive members, visiting members, and guests will adhere to the guidelines during discussions to enhance processes and protect the dignity of all members.

Meeting Principles:

- Our community is a fun place to live
  - Volunteers are our greatest resource
  - Everyone’s opinion is welcomed and respected
1. Listen to what is being said.
    - a. Ask for clarification when something is not clear. Don’t worry about filling in blanks or assuming; if what is being said is not clear to you, ask for clarification.



<b>Policy Title:</b> Respectful Discussions	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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- b. Keep an open mind and appreciate other points of view and where people are coming from based on their experiences.
  - c. Respect differences and do not discount others' ideas: Try using "Yes and..." statements rather than, "Yes but.." or simply "That won't work"
  - d. The goal is not necessarily to agree – it is about hearing and exploring differing perspectives.
2. Know that everything people say is brought forward in good faith and with good intentions to move the group forward.
    - a. Do not assume there is a hidden motive or a hidden agenda.
    - b. Encourage the ideas and opinions of others by asking questions and ensuring all people have a chance to speak
    - c. Do not withhold pertinent information
    - d. When you disagree with an idea or statement address the process or the idea and do not criticize the person. Don't make things personal or hurt peoples' feelings.
    - e. Be courteous and polite to others by considering their ideas and feelings.
    - f. Be supportive rather than judgmental (critical, negative, disapproving)
  3. Speak one at a time.
    - a. Multiple participants speaking at the same time is never effective.
    - b. Be conscious of intimidation: when all speakers are directing their comments and questions towards one participant with no opportunity for that participant to address these comments or questions in an orderly manner or with sufficient time to gather their thoughts, it can be very intimidating.
    - c. All participants respect and support the right to be heard.
    - d. Share air time, be willing to learn from others, be open to new concepts and accept concepts presented in new ways.
  4. Focus on the facts relevant to the suggestion or proposal under discussion.
    - a. Anything other than the facts and supporting rationale will detract from a meaningful discussion and will cause frustration leading to personal attacks.
    - b. Consider the ideas of all and move forward with the best solution and vote.
    - c. Expect to change your own mind, but don't expect to change another's mind.
  5. Protect the dignity of all participants.
    - a. No derogatory or negative phrases will be used or tolerated.
    - b. Each person is worthy of honour and respect



<b>Policy Title:</b> Respectful Discussions	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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6. Discussion through disagreement:
- a. Discussions can result in agreement, compromise or agreement to disagree. Regardless of the result, all participants should feel valued at the end of the day. Everyone should feel that they contributed to the discussion no matter what the outcome.
  - b. When someone does not agree with you it does not mean that they dislike you or disprove of you personally. Focus on the facts at hand and discuss points specific to the topic, not peoples' personalities.
  - c. Be willing to make mistakes or have a different opinion.
  - d. Be willing to forgive.
  - e. Any comments that would belittle someone or ridicule someone or intimidate someone simply because their opinion or proposal does not sit well with your way of seeing things is unacceptable and would be considered bullying.
  - f. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks – focus on ideas.
  - g. Be conscious of body language and nonverbal responses – they can be as disrespectful as words.

I have read and understand these meeting principles and guides for communication above and as an executive member of the Board of Directors for the Avalon Community Association. I will abide by the respectful discussions guidelines. Failure to discuss items in a respectful way can lead to a member being asked to leave the meeting and other repercussions.

\_\_\_\_\_  
NAME (Please print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
EXECUTIVE ROLE

\_\_\_\_\_  
DATE



<b>Policy Title:</b> Board of Directors Limitations	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	Policy No. 9

**PURPOSE**

- 1.1 To detail the powers of the board to ensure successful governance and community representation.

**EXECUTIVE LIMITATIONS**

- 2.1 General Constraint
  - a) The board must not cause or allow any practice, activity, decision, or organizational circumstance which is imprudent, illegal, or in violation of commonly accepted business and professional ethics.
  - b) The board must provide signature and adhere to Association Respectful Discussions Agreement.
  
- 2.2 Financial Planning
  - a) The board will base budgeting on adequate information, utilization of history, and realistic projections.
  - b) The board will account for long term spending and capital requirements.
  - c) The board will maintain a contingency fund as outlined in the constitution.
  - d) The board will create deficit budgets only under the guidelines of the constitution.
  
- 2.3 Treatment of members and the public
  - a) The board will provide open and transparent communications with the members of the association, and any other parties deemed critical to the operation of the association.
  - b) The board will not allow conditions which are disrespectful.
  - c) The board will ensure that member confidentiality is respected and maintained.
  - d) The board will use methods of collecting, reviewing, storing, or transmitting of member’s information, which protects against improper access and ensures privacy of information.
  - e) The board will provide an environment that supports and promotes health, physical comfort, and personal dignity.
  - f) The board will ensure that all members are aware of the association’s requirements in terms of respect.
  
- 2.4 Communication
  - a) The board shall not intentionally mislead the general membership in terms of financial or operational decisions.



<b>Policy Title:</b> Board of Directors Limitations	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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- b) All policies shall be deemed dynamic in nature and the board shall continually monitor the relevancy of these policies, modifying as required.

2.5 Public Image

- a) The board shall not endanger the Association’s public image or credibility, particularly in ways that would hinder its accomplishment of its goals.

2.6 Information Management

- a) The board shall not fail to maintain accurate records of the operation of the organization including archival data critical to the operation of the association.
- b) The board shall include accurate bookkeeping, and recording of minutes of all general and board meetings.
- c) The board shall submit all relevant information upon request to satisfy any and all legal audit requirements dictated by the non-profit Association act.

2.7 Meetings

- a) The board shall ensure that an annual general meeting will be scheduled and held.
- b) The board shall notify the general membership of this meeting through website and social media platform means.
- c) Meeting dates are subject to change at the discretion of the Directors.

**VACANCIES**

- 3.1 Where a vacancy occurs in the Board and a quorum of Directors remains, the remaining Directors may appoint a qualified person to fill the vacancy for the completion of that position’s term of office and the vacancy shall then be filled by election at the Annual General Meeting.



<b>Policy Title:</b> Equipment Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 10

**PURPOSE**

- 1.1 To ensure all assets of the association are documented and cared for in a precise manner.

**GENERAL POLICY**

- 2.1 Equipment Guidelines
  - a) the Director of Programs, as well as any sport coordinators will purchase, maintain, distribute and control any equipment, which is provided by the Association.
  - b) the Director of Programs, as well as any sport coordinators will maintain an accurate inventory of all equipment and report this information to the Association.
  - c) the Director of Programs, as well as any sport coordinators will deliver reports and take part in discussions related to equipment in their designated sport.
  - d) the Director of Programs, as well as any sport coordinators shall submit a budget request for Association approval prior to the start of each season. The association must approve all expenditures.
  - e) All equipment, when not in use, shall be stored in a place approved by the Association.
  
- 2.2 Each Coordinator shall keep the Treasurer informed of all expenditures, subject to spending limits as identified in Bylaw No. 8.06.
  
- 2.3 The ACA, from time to time, may sell and or donate old and used equipment and all monies earned shall be returned to the ACA general fund.





<b>Policy Title:</b> Photo Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 11

## **PURPOSE**

- 1.1 To ensure all photos used solely for the purpose of ACA functions are adhered to in a precise manner.

## **GENERAL POLICY**

- 2.1 When we publish photos on our website, Facebook page, newsletter, or any other social media outlet, we use candid or anonymous shots of residents. Individuals in photos will not be identified, except for the Association Directors and City officials, or if we have expressed consent from the individual(s).
- 2.2 If you attend a public Association event, please note that photos are being taken by the Association and they may be used on our website, Facebook page, or newsletter. There will be automatic consent to photography and its applicable use upon entry to the Association event.
- 2.3 At Association events where a photographer is being used, the photographer will be identified so people know they are with the Association.
- 2.4 If you have any questions about this policy or wish to have a digital photo of you or your family removed, please email [avalonca@gmail.com](mailto:avalonca@gmail.com).



<b>Policy Title:</b> Class/Program Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	Policy No. 12

**PURPOSE**

- 1.1 The Association volunteer programming group spend many hours planning classes. Please respect the guidelines for a pleasant and productive environment and to ensure participants maximize their recreational experiences.

**GENERAL POLICY**

- 2.1 Be patient as the online registration system (when applicable) may be slow during registration.
- 2.2 Classes fill up fast. Please have an alternate plan in case the class you want is full. When applicable, we will do our best to accommodate you in another similar program.
- 2.3 For safety reasons, adult fitness classes are for adults only as stated 16+ or 18+.
- 2.4 Review the online schedule (i.e. website, Facebook, etc.) prior to registering. Classes are subject to change. If there is a discrepancy between the City of Saskatoon’s Leisure Guide, posted schedule, and the registration information, registration information provided by the Director of Programs will be taken as most current.
- 2.5 The community association strives to operate respectfully in all matters. People acting in disrespectful or threatening ways to others or to property will be asked to leave the class or venue.
- 2.6 Registrations in one class are not transferable to other classes or to other people. We want to make sure that classes are suitable for you so, after attending the first class only, if you find that the class doesn't work for you due to an injury or medical need, please contact [avalonprograms@gmail.com](mailto:avalonprograms@gmail.com). We will try our best to find a suitable solution.
- 2.7 Participants must meet the minimum age requirements of the class prior to the start date of the class in order to participate.
- 2.8 For liability reasons, only registered participants are allowed to participate in programming. Parent participation may be required.



<b>Policy Title:</b> Class/Program Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
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- 2.9 Membership fees are valid from September 1 to August 31. If you have a membership renewal issue, please email [avalonca@gmail.com](mailto:avalonca@gmail.com) with the information.
- 2.10 NO REFUNDS are issued unless the entire duration of the program is cancelled.** A refund may be issued only at the discretion of the Director of Programs.
- 2.11 Community Associations are fortunate enough to be able to use the school facilities for no charge during the weekdays. This allows our community residents to enjoy low-cost, programming. Programs cannot be held on statutory holidays or dates that the facility is not available and school functions have priority over community programming rentals, therefore, not all missed classes can be made up.
- 2.12 Participation in ACA fitness programming is at your own risk.
- 2.13 Members of the ACA board will receive two free ACA-run programs per fiscal year.
- 2.14 Fees and registrations are required prior to the start of classes.
- 2.15 A late registration fee of \$10, at the discretion of the Director of Programs, will be implemented immediately following the close of registration.

**TERMS AND CONDITIONS**

- 3.1 I, the registered participant, parent or guardian, do hereby agree to allow the individual named herein to participate in the aforementioned activity. I further agree to indemnify and hold the Avalon Community Association (its instructors, volunteers, and employees) harmless from any and all liability for any injury which may be suffered by the aforementioned individual arising out of, or in any way connected with, participating in this activity. The Avalon Community Association is not responsible for any lost or stolen articles.



<b>Policy Title:</b> Privacy Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	Policy No. 13

## **PURPOSE**

- 1.1 To ensure the Association maintains confidentiality of personal information.

## **GENERAL POLICY**

### 2.1 Content

The ACA reserves the right not to be responsible for the topicality, correctness, completeness or quality of the information provided. Liability claims regarding damage caused by the use of any information provided, including any kind of information which is incomplete or incorrect, will therefore be rejected. All offers are not binding and without obligation. Parts of the pages or the complete publication including all offers and information might be extended, changed or partly or completely deleted by the ACA without separate announcement.

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## **PRIVACY STATEMENT**

- 3.1 The ACA respects the privacy of every individual who visits our website. We take great measures to ensure the privacy and confidentiality of personal information on this site. All personal information supplied will remain within our organization and will not be shared with any external entity unless prior permission is given. Your personal information will not be sold, distributed or published in any manner whatsoever.