

## **Bylaw Special Resolution – Executive Director Title Change**

**Westend Seniors Activity Centre (WSAC) Bylaw 5.2.1 reads:** “The Executive Director shall be the Chief Executive Officer of the Organization and shall be responsible to the Board for managing its Facility and all of its operations, programs, services, activities, and records appropriately. In meeting these responsibilities, the Executive Director shall establish administrative guidelines regarding staff responsibilities, use of the Organization’s Facility, participating in the Organization’s programs, services and activities, and other matters as appropriate “

### **AGM Special Resolution to Amend WSAC Bylaws: Executive Director (ED) Title Change to Chief Executive Officer (CEO)**

WHEREAS the Board of Directors, at its meeting of September 25, 2025 concluded that the title “Chief Executive Officer (CEO)” replace the title of “Executive Director” for the senior staff leadership role;

AND WHEREAS the bylaws currently refer to the senior staff position as “Executive Director”;

BE IT RESOLVED THAT all references to “Executive Director” in the bylaws of the Westend Seniors Activity Centre be amended to read “Chief Executive Officer (CEO)”;

AND FURTHER RESOLVED THAT this change be filed with Alberta Corporate Registry in accordance with Section 15(1) of the *Societies Act*.

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### **Rationale**

#### **Why the change?**

WSAC Bylaw 5.2.1 currently states that the Executive Director “shall be the Chief Executive Officer of the Organization.” To reflect this wording and better align the title with the scope, authority, and strategic responsibilities of the role, the Board is recommending that the position be formally titled Chief Executive Officer (CEO). This terminology is widely used across the nonprofit and seniors-serving sector and supports clearer communication both internally and externally.

#### **What’s being proposed?**

Members are being asked to approve a special resolution to update the bylaws so that all references to “Executive Director” are replaced with “Chief Executive Officer (CEO).” This is a housekeeping amendment that brings our governing documents into alignment with current practice and the intent of Bylaw 5.2.1.

#### **What does this mean for members?**

This change affects the title only. The responsibilities, authority, and reporting structure of the role remain exactly the same. Approving this resolution ensures our bylaws remain accurate, consistent, and compliant with Alberta’s *Societies Act*.

**Board Motion:**

That the Board approve the Special Resolution to amend the WSAC bylaws by replacing all references to “Executive Director” with “Chief Executive Officer (CEO),” and that this Special Resolution be presented to the membership for approval at the 2026 Annual General Meeting. If approved by the membership, the change will be filed with Alberta Corporate Registry in accordance with Section 15(1) of the *Societies Act*.