

CHAMPLAIN PARK COMMUNITY ASSOCIATION
ASSOCIATION COMMUNAUTAIRE DU PARC
CHAMPLAIN

CONSTITUTION

(incorporating changes made at Jwu., 1991 Annual General Meeting)

1. NAME

- 1.1 The name shall be the Champlain Park Community Association/ Association Communautaire du Parc Champlain, hereafter referred to as the "Association".

2. OBJECTIVES

- 2.1 The objectives of the Association are:

- a) Fostering interest in the community by encouraging recreational, social and educational activities.
- b) Providing a forum for presentation and discussion of community interests and concerns.
- c) Representing interests of the community, where required.
- d) Supporting groups of a special interest to the community.

3. AREAS OF OPERATION

- 3.1 The areas of operation are:

East: East side of Northwestern Avenue (inclusive)
West: East side of Island Park Drive (inclusive)
North: Ottawa River Parkway
South: Premier Avenue (inclusive)

of the City of Ottawa, in the Regional Municipality of Ottawa-Carleton.

4. MEMBERSHIP

- 4.1 A Resident Membership shall be per household within the area of operation, if the household subscribes to the objectives of the Association.
- 4.2 An Associate Member is a non-resident within the area of operation who subscribes to the objectives of the Association.

5. RIGHT TO VOTE

- 5.1 A Voting Member of the Association is any member of a paid-up household of the age of 14 years or over.
- 5.2 An Associate Member shall have no voting rights.

6. FEES

6.1 Annual membership fees shall be established by the Executive and shall be ratified at the following Annual General Meeting.

6.2 The membership fees shall be payable in advance, non-refundable or transferable and shall cover the fiscal year ending August 31st of every year.

7. EXECUTIVE

7.1 Composition

The Executive shall be comprised of six members. At every Annual General Meeting a President and at least five members shall be elected to be on the Executive Committee. The President shall appoint the Vice-President, Treasurer, Secretary, Membership Co-ordinator and one other executive member. The immediate Past-President shall sit as an ex-officio member, if available.

Responsibilities of the Executive:

- a) President: shall preside over all the meetings and be responsible for co-ordinating the activities. The President shall report to the members at a General Meeting.
- b) Vice-President: shall perform all duties as delegated by the President and shall have all powers and responsibilities of a President in his/her absence or inability to act.
- c) Treasurer: shall keep the records of the Association, submit an annual financial report and a budget at the Annual General Meeting.
- d) Secretary: shall give the notice and record minutes of the meetings of the Association.

Responsibilities of the other members of the Executive will be assigned, as appropriate.

7.2 Executive Duties

- a) The Executive shall be accountable to the Association through the General Meetings of the Association.
- b) The Executive shall take such steps as they may deem required to enable the Association to receive donations and benefits for the purpose of furthering the objectives of the Association.
- c) The Executive shall take adequate actions to insure against any liability or risk arising out of the operations and activities of the Association.

7.3 Executive Meetings

- a) The Executive shall meet as often as deemed necessary but not less frequently than once in every two calendar months.

- b) The Secretary shall give at least one week's notice of a meeting, unless the majority of the Executive waives the notice requirement.
- c) A minimum of three Executives shall constitute a quorum for the meetings.
- d) There shall be no vote by proxy and matters and questions arising at the meetings shall be decided by a simple majority of votes, unless otherwise specified. In case of equality of votes (tie), the chairperson shall have an additional casting vote.

7.4 Vacancies, Resignation and Removal

- a) Vacancies shall be filled by the Executive on pro-temp basis to be ratified at the following General Meeting.
- b) An Executive may resign by submitting a resignation in writing to the Executive.
- c) An Executive may be removed from the office by a two-thirds clear majority vote at a General Meeting. A notice of such a meeting shall specify the intention of doing so.

7.5 Compensation

The Executive shall receive no compensation and shall not profit directly or indirectly from acting as an Executive of the Association. Executives may be reimbursed for reasonable expenses incurred by them in the performance of their duties.

7.6 Term

An Executive appointed shall hold office during the pleasure of the Executive body or until their successors are elected at a General Meeting. An Executive may seek re-election, but no one shall be eligible to hold the position of President for more than three consecutive years, and generally not for more than two.

8. COMMITTEES AND ELECTIONS

8.1 Committees

The Executive may form a committee for an appropriate purpose. Such committees shall be subject to regulations and direction by the Executive and the Association.

8.2 Nominating Committee

- a) In the month of May every year, the President, in consultation with the Executive, shall appoint a Nominating Committee. The Committee shall be composed of three members; two of them may be - but not necessarily - the President or Past-President of the Association.
- b) A paid-up and voting member seeking election shall be nominated and seconded in writing by paid and voting members who are not seeking election. The nominee shall sign the consent of the nomination.

- c) Nominations shall be received and accepted by the Committee, seven days prior to the General Meeting. Failing sufficient nominations, the Committee shall invite nominations from the floor at the time of the Annual General Meeting.
- d) U the election of the Executive is not by acclamation, the voting shall be by secret ballot. The count by the Nominating Committee shall be final. In the event of a tie vote or when the margin of difference is three or less, a recount shall be done.

9. MEETINGS

- 9.1 An Annual General Meeting shall be held at such time and place as decided by the Executive. The meeting shall be held on or before the end of the last Sunday of the month of June, each year.
- 9.2 A General Meeting may be called by the President or any other three members of the Executive or on collective request in writing by 10 or more paid-up voting members of the Association. The Executive shall convene a special General Meeting within 30 days of such a request.
- 9.3 A notice stating the time and place of the General Meeting shall be delivered at least two weeks prior to the date of the meeting. Non-receipt of such a notice by a member shall not invalidate the proceedings of such a meeting.
- 9.4 A minimum of 15 voting members shall constitute a quorum for a General Meeting.
- 9.5 All available Executives and no less than three Executives shall be present at a General Meeting.
- 9.6 All matters arising at a meeting shall be decided by a majority vote unless otherwise provided. Voting shall be by show of hands unless the chairperson of the meeting requires a poll, or secret ballot. The count by the Secretary shall be final and a recount shall be done on a tie vote, or for a difference margin of three votes or less. In case of equality of votes, the chairperson may exercise the casting vote. There shall be no vote by proxy.
- 9.7 Special General Meetings shall deal only with the subject specified in the notice of the meeting.

10. FISCAL MATTERS

- 10.1 The fiscal year of the Association shall be from April 1st to March 31st of the following year.
- 10.2 All the funds of the Association shall be deposited within a reasonable time in an institution which is a member of the Canada Deposit Insurance Corporation.
- 10.3 The empowered Executive shall execute documents and do the monetary transactions in the name of the Association. All cheques and documents shall be signed jointly by any two of the President, Vice President, Secretary or Treasurer.

11. AUDITOR

- 11.1 The members shall at each Annual General Meeting appoint a member who is not on the Executive to be the auditor of the Association. The auditor shall submit an audited financial statement and a report to the General Meeting. Vacancies in the office may be filled by the Executive.

12. AMENDMENTS

12.1 Amendments to the by-laws of the Association may be proposed by the Executive, or members may propose the amendments by requesting to convene a special General Meeting under section 9.2. Members shall be notified of the proposed changes. At a General Meeting by a clear two-thirds majority, the amendments shall be ratified, amended or rejected by the voting members of the Association.

13. DISSOLUTION

13.1 The Association shall be dissolved and wound up by a resolution approved at a General Meeting by a two-thirds majority of the members. The Executive shall take adequate action required and disburse the surplus funds to one each per household voting member on a pro-rata basis.

August 27, 1991

Constitution

The following changes are proposed:

- item 6.2: to be changed from "shall cover the fiscal year ending March 31st of every year" to "shall cover the twelve month period ending August 31st of every year".

- item 7.1: to be changed from "at least **four** members shall be elected" to "at least five members shall be elected". Also, paragraph "e)" is to be deleted and replaced by "Responsibilities of the other members of the Executive will be assigned, as appropriate."

- item 7.2: under c): to be changed from "the operation of the activities by the Association" to "the operations and activities of the Association".

- item 7.6: to be changed from "no one shall be eligible to hold the position of President for more than two consecutive years" to "no one shall be eligible to hold the position of President for more than three consecutive years, and generally not for more than two".

- item 9.2: to be changed from "A General Meeting may be called by the President or any three members of the Executive on collective request in writing by 10 or more paid-up voting members of the Association" to "A General Meeting may be called by the President or any three members of the Executive **or** on collective request in writing by 10 or more paid-up voting members of the Association".

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