

# BEACON HILL NORTH COMMUNITY ASSOCIATION

## CONSTITUTION

This Constitution supersedes all previous constitutions and amendments therein.

### Article 1 - Name

**1.1** The Name of the Association shall be the Beacon Hill North Community Association also referred to as BHNCA.

### Article 2 - Definitions

**2.1. Association** means the Beacon Hill North Community Association

**2.2. Association year** means that period of twelve months commencing 1 January and ending 31 December of the calendar year.

**2.3. Beacon Hill North** means that area for which the Association is constituted, as described in Article 3 below.

**2.4. Executive** means the officers of the Association, and chairs of committees of the Association, acting together.

**2.5. Member** means an adult resident of the Beacon Hill North area who is registered as a member of the Association.

**2.6. Officer** means any of the positions of the Executive, being the officers and committee chairs of the Association.

### Article 3 - Boundaries

**3.1** The area for which the Association is constituted shall be that part of the City of Ottawa bounded:

**on the South:** from Montreal Road;

**on the East:** from the Rockcliffe Parkway;

**on the North:** from the Ottawa River;

**on the West:** up to, but not including, Rothwell Drive, Delong Street, and Kaymar Street.

## **Article 4 - Objectives**

**4.1** The objectives of the Association are:

- a) to develop and foster community spirit, and to encourage an active interest in the civic and social welfare of the community;
- b) to carry out and sponsor community Programs of Recreation;
- c) to foster, encourage, and improve all organized amateur sports, leisure activities, and the arts in the Beacon Hill North Community;
- d) to promote, encourage, and assist in the educational and charitable endeavours of the community;
- e) to provide a forum for the full and free discussion of all matters of public and community interest;
- f) to represent the interests of the Beacon Hill North area on subjects that affect it, before all levels of government, agencies, boards and committees and in such circumstances as are deemed necessary;
- g) to operate as a non-profit organization.

## **Article 5 - Membership**

**5.1** Membership in the Association is open to all residents of the Beacon Hill North area upon payment of the annual membership fee, which is set by the Executive of the Association. Payment shall entitle all members of the family to enjoy the benefits of membership in the Association for one calendar year. Membership fees shall entitle a maximum of two registered adult members per family to be members in good standing.

**5.2** Additional memberships may be obtained for other adult members of a family upon payment of an additional fee set at 50% of the annual fee as noted in 5.1. Upon such payment, an additional adult family member shall become a registered member of the Association in the same manner.

**5.3** A person may become an honorary member after recommendation by the Executive and election by simple majority vote at a General Meeting. Honorary members shall be entitled to all the rights and privileges of membership and shall not be liable for the payment of membership fees.

**5.4** The resignation of any member or honorary member shall become effective upon written notice being received by the President or Secretary of the Association.

**5.5** All adult members of the Association have full voting rights at General Meetings of the Association.

**5.6** Membership may be revoked at any time by a two-thirds majority vote of the Executive for reasons of misconduct, illegal activities, or the pursuit of issues or activities contrary to the objectives of the Association.

## **Article 6 - Executive**

**6.1** The Executive of the Association shall consist of a minimum of the following officers: President, Secretary, and Treasurer. Other officers may include: First and Second Vice-Presidents, an Event Co-ordinator, a Membership Co-ordinator, as well as Committee Chairs.

**6.2** The Executive shall be responsible for the administration of the affairs of the Association, which will include, but not be restricted to, the following:

- a) It shall authorize those expenditures that further the objectives of the Association.
- b) It shall ensure that the books and accounts are audited regularly, or as often as it deems necessary.
- c) It shall designate, on the recommendation of the Treasurer, a bank or banks, or similar financial institution offering banking services, for the deposit and administration of Association funds.
- d) It shall receive committee reports and recommendations, and shall submit to the members at General Meetings recommendations which it has approved that affect the administration, activities, and policies of the Association.
- e) It shall determine the time and place of the regular Association General Meetings, and shall have the authority to call any special meetings it considers necessary.

**6.3** The Executive has the authority to overrule or modify the action of any officer or committee chair of the Association, and may require them to submit any reports of their activities, as the Executive committee may deem necessary to ensure that the best interests of the Association are being met.

**6.4** The Executive shall hold regular meetings on a monthly basis, or at times called by the President. Notice of the time, date and location of the Executive for meetings shall be sufficiently given if communicated by telephone, email, or in writing at least 72 hours before the meeting, and on shorter notice by agreement of the majority of members on the Executive.

**6.5** A majority vote of the members of the Executive present and voting at any meeting shall govern any item of business.

**6.6** If, for any reason, the office of the President shall become vacant, Vice President(s) or other current members of the Executive shall advance to the office, as determined by the Executive.

**6.7** No member of the Association may serve more than three (3) consecutive years in the position of President, and normally not more than six (6) years on the Executive.

**6.8** Quorum for Executive meetings shall be made up of 50% plus one of the total number of members on the Executive.

**6.9** No member or Officer of the Executive may act as an agent of the Association without consultation and/or direction being provided by the Executive on matters of finance.

**6.10** The Executive may appoint an Association member to the Executive should a vacancy occur during the term of office. The appointment shall terminate at the next election of the Executive or at an earlier expiration date set by the Executive.

## **Article 7 - Duties of the Executive and the Role of Committees**

**7.1** The duties of the officers of the Association are as follows:

a) The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings and shall act as chair of the Executive committee. The President shall call for regular monthly meetings, as well as special executive meetings and any other general meetings she/ he deems necessary. She/he shall act as an ex-officio member of all committees, and shall ensure that committees function efficiently and co-operate with Committee Chairs to that end. The President may call for regular written reports. She/ he will provide for regular elections, held in accordance with the Association's constitution.

b) Vice-President(s) shall substitute for and succeed the President in case of absence, incapacity, or vacancy, and the person substituting or succeeding shall perform the duties of the President and is vested with the same authority as the President. Vice-President(s) shall, under the direction of the President, oversee the function of such committees as the President may designate. The Executive may wish to designate offices for First and Second Vice-Presidents, as the need and desirability of such offices may arise. The Association will vote at a General Meeting on whether they want to fill any one or both of these positions.

c) The Secretary records and circulates the minutes of all Executive and General meetings, maintains and updates the necessary paper files of the Association, and carries out such correspondence as is deemed necessary either by the President or the Executive committee. The Secretary shall chair meetings in the absence of the President or Vice-President(s).

d) The Treasurer receives all monies from membership fees, and from committees, and deposits these into the Association's account in a Canadian chartered bank, trust company, credit union or Caisse Populaire, and shall payout monies only on the authority of the Executive. The Treasurer prepares and submits regular financial reports to the Executive, and reports annually to a General Meeting of the Association and shall make available the books of the Association in good order at the request of the Executive.

**7.2** Signing authority for the Association's financial transactions shall include two (2) signatures out of three (3) signing Executive officers. Signing officers will include the Treasurer, the President, and one other member of the Executive.

**7.3** The Association may choose to designate Standing Committees that will organize and carry out the regular and necessary activities of the Association. Each Standing Committee will have a Chair, and as many members as are deemed necessary by the Chair and the Executive in consultation with one another. Standing Committees may include, but are not restricted to, the following:

- a) Civic Affairs
- b) Education
- c) Membership
- d) Publicity/Communications
- e) Special Events/Program
- f) Youth Activities

**7.4** Each Standing Committee, through its committee Chair, shall provide regular reports on its activities to the Association Executive.

**7.5** From time to time, the Association may see the need for special ad hoc committees to deal with particular issues as they arise. At such times, the Executive would set out the terms of reference and reporting mechanisms for the ad hoc committee, appoint a Chair and committee members, and determine the length of time that the particular committee will function.

## **Article 8 - Functions of Standing Committees**

### **8.1 Civic Affairs**

This committee would represent the Beacon Hill North community before all levels or any agent of government, agencies, boards and committees in those matters involving inter-community activities or those that affect the general well-being of the area, but do not fall within the terms of reference of any other standing committees of the Association.

### **8.2 Education**

This committee acts as a liaison between the community and the different school boards, reporting on particular items of concern and interest as they relate to education or the schools within the community.

### **8.3 Membership**

The members of this committee canvass annually residents of the Beacon Hill North community to solicit membership in the Association.

#### **8.4 Publicity/Communications**

This committee would set policy and mechanisms for, and ensure distribution of, Association publicity and newsletters, as may be required in the operation of any of the committees or of the Association.

#### **8.5 Special Events/Program**

This committee may organize and co-ordinate special events on behalf of the Association, or at the request of the Executive. The committee would be responsible for all aspects of events and programs.

#### **8.6 Youth Activities**

This committee would co-ordinate activities of need or interest to the youth of North, and assist other youth groups, such as the Boy Scouts or Girl Guides, as deemed necessary by the Executive or the Association.

#### **8.7 Sponsorship**

This committee will assist the association executive in raising necessary funds to operate organization programs, newsletters and special events.

### **Article 9 - Other Matters Relating to the Officers and Chairpeople of Committees**

**9.1** No individuals shall be eligible to hold office as an officer or chair of a committee, or be appointed to serve in any capacity on the Executive or in a committee, unless they are members of the Association in good standing.

**9.2** No officer or chair of a committee of this Association shall receive any compensation for duties performed on behalf of the Association.

Reimbursement for any reasonable expenses incurred in the performance of Association duties may be assigned at the discretion of the Executive.

**9.3** The resignation of any officer or committee chair shall become effective upon written notice being received either by the President or the Secretary of the Association.

**9.4** All officers and committee chairs shall assume office immediately following election at the Annual General Meeting, and shall remain in office for one year from that date, or until successors are elected or qualified.

**9.5** The Executive shall appoint a member to fill the unexpired term of any vacant position, with such appointment subject to ratification at the next following General Meeting. The appointed member shall carry out the duties of that office until ratification occurs.

## **Article 10 - Meetings**

**10.1** The Association shall hold General Meetings at times and places to be determined by the Executive.

**10.2** Special General Meetings may be called if the Executive decides they are necessary.

**10.3** The President shall call meetings of the Executive committee within fifteen (15) days of receiving the written request for such a meeting from any member of the Executive.

**10.4** There shall be an Annual General Meeting for the purposes of electing members of the Executive each year.

**10.5** A Budget Meeting for the purpose of presenting the Association's budget will be held concurrently with the Annual General Meeting.

**10.6** At the written request of at least twenty-five (25) members in good standing, the President shall call a General Meeting of the Association to be held within thirty (30) days of receipt of the request.

**10.7** Notice of all General Meetings, including the agendas for these meetings, shall be made available to members of the Association at least one week prior to the date of the meeting.

**10.8** Notice of the date, location and time of the Annual General Meetings and General Meetings shall be provided in writing to members in good standing not less than ten (10) days prior to the Annual General Meeting or General Meeting and may be given by electronic transmission, letter, or flyer or any combination thereof. In addition to the above, the time, date and location of the Annual General Meeting must also be advertised in a public forum generally accessible to members and the appearance of an advertisement in a local newspaper generally circulated within the boundaries of the Association, of the posting of such information in public places within said boundaries, shall be deemed to satisfy this requirement. No error or omission of giving notice of any meetings, including Annual General Meeting or General Meetings, shall invalidate such a meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

**10.9** Only members in good standing shall be entitled to vote on any matter coming before a meeting of the Association.

**10.10** Where written notice of intent to present a motion, not including constitutional amendments, has been given 30 days in advance, a simple majority vote at a General Meeting will suffice. When prior notice has not been given, any motion that is consistent with the objectives of the Association as defined in the Constitution can be introduced from the floor and passed at a General Meeting, if 75% of the members present agree to the motion.

**10.11** Questions arising at any meeting of the Executive, Annual Meeting or any General Meeting, shall be decided by a majority of votes. In the case of an equality of votes, the chairperson may cast the deciding vote. A declaration by the chairperson that a resolution has been carried and an entry to that

effect in the minutes shall be proof of the fact without proof of the number or the proportion of the votes recorded in favour of or against such resolution.

**10.12** The President or person chairing a meeting, may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

## **Article 11 - Elections**

**11.1** The full Executive committee shall be elected at an Annual General Meeting held in October of each year.

**11.2** The date, time, and location of the Annual General Meeting shall be announced at least 10 days prior to the actual meeting.

**11.3** When an election is required for any of the offices of the Executive, under the provisions of this Constitution, the President may appoint a member of the Association as Returning Officer for the purposes of conducting the election. The Returning Officer may, in turn, appoint people to assist in carrying out his/her duties.

**11.4** An election for any of the offices on the Executive may be by secret ballot, the form of which shall be at the discretion of the Returning Officer.

**11.5** The following rules shall apply in determining the voting results of any election for an office on the Executive:

- a) where there is only one candidate for a position, that candidate shall be declared acclaimed, prior to voting;
- b) where there are two or more candidates, the candidate receiving the largest number of votes shall be elected;
- c) where an equal number of votes is received by each of the candidates, the Association may choose to hold another vote as soon as practicable.

The Association, by simple majority vote, may also approve a decision by the drawing of straws or the raising of hands.

**11.6** When an election cannot be held pursuant to these provisions, the Executive shall appoint a time and location with due dispatch.

**11.7** The Executive shall enact such rules as it deems necessary for the fair and proper conduct of an election, insofar as such rules do not conflict with the requirements and the intent behind the election process described in these Articles.

**11.8** Application for officer positions on the BHNCA must be received by the association (15) days prior to the date of the AGM. In the event there is more than one application for a officer position a subcommittee should be formed to review the applications.

**11.9** Vacant positions can be filled at the AGM by nomination from the floor.

#### **Article 12 - Expenditures**

**12.1** Expenditures over and above the annual budget level approved by the Association may be approved by the Executive.

**12.2** An annual budget shall be prepared by the Treasurer and the Executive, and shall be presented to the Beacon Hill North Community Association for its approval at a General Meeting each year. The budget shall set forth the proposed revenues and expenditures for the period from 1 January to 31 December of that year.

**12.3** Notice of the General Meeting where the budget will be reviewed shall be given at least ten (10) days prior to the meeting. The notice may include a report of the activities and expenditures of funds for the previous year, as well as an annual budget as described in Article 11.2.

**12.4** In the event that the Beacon Hill North Community Association ceases to operate, any outstanding funds shall be distributed to local community non-profit groups.

#### **Article 13 - By-Laws**

**13.1** The Executive shall make such by-laws as it regards necessary for the administration of the Association in accordance with the Objectives of the Association as set out in Article 4 of this Constitution. All by-laws introduced by the Executive are subject to ratification by a majority of Association members present at the Annual General Meeting, or at a General Meeting called following the passing of the by-law by the Executive.

**13.2** The Executive may from time to time amend and repeal any of the by-laws of the Association, subject to ratification by the Association at a General Meeting as set out in Article 13.1 above.

**13.3** The members of the Association may, at any General Meeting, make by-laws concerning the administration, objectives, and policies of the Association.

Such by-laws shall be ratified or rejected by a majority vote of the members attending the General Meeting.

#### **Article 14 - Amendments and Reconsiderations**

**14.1** This Constitution may be amended, at any General Meeting of the Association, by a two-thirds vote of the members present, provided that the motion has been previously referred to the Executive.

**14.2** No amendment shall be put to a vote, unless written notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is to be voted on.

**14.3** Any vote on an issue or amendment to this Constitution, which has been defeated by a majority of the Association members present at a General Meeting, may be brought forward again, following the rules of notice outlined in Article 14.2, only one more time in an Association year.

**Article 15 - Candidates for Elected Office**

**15.1** The Association shall not endorse, or otherwise support, any candidate for elected office, be they in municipal, provincial, or federal elections.

**Article 16 – Further Procedure for Meetings**

**16.1** In the absence of formal procedures in this Constitution, the proceedings of the Association Executive meetings, and of general meetings, shall be conducted in accordance with Roberts' Rules of Order.