

# CONSTITUTION OF THE TRENDARLINGTON COMMUNITY ASSOCIATION

Approved 1 Dec 2015

This constitution is based on Bourninot's Rules of Order

## **Article I**      **Name**

The Association shall be known as the Trend Arlington Community Association, hereafter referred to as "The Association" or "TACA" and shall represent the area bounded by Greenbank Road to the east, West Hunt Club Road to the south, the NCC Greenbelt to the west and the Railway line to the north.

## **Article II**      **Purpose**

The purpose of the Association is:

1. To foster community spirit;
2. To sponsor social and recreational activities, programmes, and projects for the community;
3. To co-ordinate community relations with various governmental and non-governmental bodies and other Community Associations.

## **Article III** **Membership**

1. Eligibility

Membership in the Association consists of adult (18 yrs.) residents of the community.

## **Article IV**      **Executive**

1. Composition

The executive directors shall consist of a President, Vice-President, Treasurer, Secretary, the Immediate Past President and other directors who may have responsibilities related to the community building, the rink, community activities, communications, and fund raising.

2. Terms of Office

The terms of office for President, Vice-President, Treasurer, Secretary and other Directors shall be one year (from one Annual General Meeting to the next Annual General Meeting). The President and Vice-President may serve for up to 4 consecutive terms in those positions.

3. Duties of the Executive

Duties of the executive officers shall be as described in the by-laws.

4. Election of the Executive

Officers shall be elected at the Annual General Meeting by a majority vote of those attending or by appointment of the executive. All executive members are called Directors.

5. Removal of Officers

Officers may be removed by a 2/3 vote of the executive.

6. Vacancies

The executive may appoint a member of the Association to fill a vacancy until the next Annual General Meeting at which time a replacement will be elected.

**Article V Financial**

Accounts shall be reviewed annually. A year-end financial statement will be accessible on the TACA web site and available on demand. The financial year is from 1 October to 30 September.

**Article VI Expenditures**

1. Authorization

The executive is authorized to make expenditures necessary to conduct the business of the Association.

2. Signing Authority

Signing authority at the bank shall be the Treasurer and one of the President or Vice-President.

**Article VII Meetings**

1. General Meetings

One General Meeting shall be held at a place and at time that the executive shall arrange each year.

2. Special Meetings

The executive may from time to time call Special Meetings.

3. Quorum

A quorum consisting of any attending members and a minimum of 2/3 of the executiveis required in order to conduct business at a General or Special Meeting

4. Voting

a. All members as defined in Article III may vote at General or Special

Meetings.

- b. Voting shall normally be done by a show of hands.
  - c. Approval of ordinary business at a General or Special Meeting requires a majority vote of the members present.
  - d. The Chair will not vote except in the case of a tie.
5. Executive Meetings

The President may call executive meetings from time to time as required. A quorum of either four (4) or 2/3 of the executive is necessary to conduct business at an executive meeting. Any three (3) members of the executive may cause an executive meeting to be called. These meetings are open to the public.

6. Motions

All motions shall be resolved by a simple majority vote of members in attendance, except where otherwise specified.

7. In Camera Discussion

Notwithstanding any other provisions, meetings of the Executive Committee may include items which are discussed in camera. For an item to be discussed in camera, agreement of 2/3 of the executive is required. Items which may be discussed in camera include those which might result in the disclosure of personal information or of information which puts the security of persons or property at risk.

**Article VIII Committees**

The executive may from time to time appoint committees or individuals to accomplish specified tasks for TACA or for other special purposes.

**Article IX Amendment of Constitution or By-laws**

1. The Constitution shall be reviewed every 5 years. (The next review is scheduled for 2020)
2. Amendments to the Constitution require approval of 2/3 of the members present at a General or Special Meeting. At least fourteen (14) days' notice of the proposed amendment(s) must be given.
3. By-laws

By-laws may be amended by a majority of members present at a General or Special Meeting.

**Article X Procedure**

In all matters not prescribed by this Constitution, Bourminot's Rules of Order as revised by J. G. Dubroy shall govern.

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## BY-LAWS OF THE TREND ARLINGTON COMMUNITY ASSOCIATION

### By-law #1 - Duties of Executive

#### a. President

1. To act as chief officer and spokesperson for the Association.
2. To arrange and preside at general, special, and executive meetings, ensuring they are conducted in an orderly and efficient manner with the rights of individual members protected.
3. To correspond and receive correspondence on behalf of the Association and inform the executive of the contents of correspondence received.

#### b. Vice-President

1. To carry out any of the duties of the President in the latter's absence or at his or her request.
2. To assist the President in any manner that will facilitate the business of the Association.
3. To carry out special assignments as determined by the executive.

#### c. Secretary

1. To keep official records of the Association and to record proceedings at all meetings as directed by the executive. Minutes and official correspondence will be approved by 2/3 majority of the executive.
2. To replace the President as presiding officer when the President and Vice-President are both absent.

#### d. Treasurer

1. To receive, record and bank all funds of the organization.
2. To report at general and executive meetings on the state of finances of the organization.
3. To co-sign checks for expenditures duly authorized in the terms of the Constitution.
4. To issue petty cash and pay bills as authorized by the executive.

e. Directors

The duties of the directors shall be as determined by a 2/3 majority of the executive. In addition to the Directorship roles of President, Vice-President, Secretary and Treasurer, responsibilities of the other Directors may include such functions as overseeing the operation of the building, the rink, community activities, communications, and fund raising, chairing standing and special committees, co-ordinating membership drives, special canvasses and the distribution of notices, organizing and controlling social and recreational activities, representing the Association on governmental and other committees and at meetings with municipal officials, investigating complaints and problems referred by members of the Association to the executive.

f. Immediate Past President

The main duty of the Immediate Past President is to act as a coordinating link between successive executives. In all other respects he shall serve as a Director.

**By-law #2 - Procedure for Electing Officers**

a. Nominations

1. The executive will solicit names of persons willing to fill positions on the executive. The executive shall notify all members that nominations are being accepted and which positions are to be filled and the manner in which nominations are to be made. All persons seeking executive positions must advise the executive in advance of the Annual General Meeting and be nominated by a member of the Association. Nominations will not be accepted from the floor. Nominations may be verbal or in writing.

b. Procedures of Election

1. The election to fill positions of the executive shall be held separately and in the following sequence:
  - (a) President
  - (b) Vice-President
  - (c) Secretary
  - (d) Treasurer
  - (e) Other Directors

2. The procedure for each election shall be as follows:
- (a) The chair shall announce candidates for that position. All candidates must either be present or have signified in writing their willingness to stand for election.
  - (b) Where more than one candidate accepts nomination for a position, a secret ballot vote shall follow. All members present may cast one vote.
  - (c) The candidate receiving the most votes shall be declared elected. In the event of a tie, a second secret ballot shall be held.
  - (d) No member may chair an election in which he, she or a relative is a candidate, unless there are no other nominees seeking the same position as the chair.

NOTE: Normally, each officer upon election shall immediately assume their new duties.

**By-law #3 - Street Representatives**

The executive shall have the authority to appoint members of the Association in the capacity of street representatives to facilitate the communication of information between the executive and the membership at large. Street representatives may be appointed or removed by a majority vote of the executive.

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