**Civic Hospital Area Homeowners Association**

**Constitution**

**October 2011**

**Article 1 – Name**

The name of this Association shall be the Civic Hospital Neighbourhood Association, hereinafter referred to as the Association or CHNA.

**Article 2 - Purpose**

The purpose of the Association is :

2.1 To promote the general interests and well being of residents.

2,2 To act as a community spokesperson in promoting and protecting the interests of the community with respect to the planning and future development of the community.

2.3 To support programs which provide for the safety of community residents.

2.4 To communicate local news and events of interest to community residents.

2.5 To promote and encourage social/recreational activities in the community.

2.6 To work with all levels of government on matters of concern to the community

**Article 3 – Boundaries**

The boundaries of the CHNA shall be Carling Avenue to the south, Island Park Drive to the west, the Queensway to the North, and Railway Street and the O-Train to the east.

**Article 4 – Membership**

Membership is open to all person eighteen years of age or over, who are residents in the area, or who are owners of residential properties in the area. Members are people whose names appear on the current membership list. There shall be one membership fee per area household.

**Article 5 – Dues**

An annual membership fee shall be levied by the Association as establish at the Annual General Meeting.

**Article – General Meetings**

1. There shall be at least one general meeting of the membership each year. One of those shall be the Annual General Meeting held the 2nd Wednesday in October.

B. ***General Meetings***

1. Will be called by the President and Secretary.

2. Must be called within thirty (30) days of a written request by 15% of the members of the Association.

C. Members must be notified of the time and place of all general meetings at least ten (10) days prior to such meetings.

D. At General Meetings, a quorum shall be twenty (20) members. In the absence of such a quorum, it shall be decided by a simple majority vote whether or not to proceed with the regular business of the Association.

E. All motions shall be resolved by a simple majority vote of members in attendance.

***F. Annual General Meeting (AGM)***

1. Shall be held the 2nd Wednesday in October

1. The presentation of a report of the Executive Committee by the President.

3. The presentation of a financial report by the Treasurer.

4. The presentation of reports by Committee Chairpersons as required.

5. Establishing the membership fee for following year

6. The nomination and election of an Executive Committee for the following year.

**Article 7 – Officers**

The officers of the Association shall be the President, Vice-President, Secretary, Treasurer, and immediate Past-President.

A. The President shall:

1. Direct and coordinate the activities of the Association in accordance with the directives of the membership and Executive Committee.

2. Preside at all meetings of the Executive Committee.

3. Preside at all meetings of the general membership.

4. Maintain liaison between officers, executive committee and the Association’s committees as well as an ex officio member of all standing and ad hoc committees.

B. The Vice-President shall:

1. Fulfill the responsibilities of the President, if he/she is unable to do so.

2. Conduct and maintain any responsibilities delegated by either the President or the Executive Committee.

4. Act as an ex officio member of all Standing Committees of the Association.

C. The Secretary shall:

1. Attend and suitably record in permanent form the proceedings of all meetings of the Executive Committee and general membership.

2. Maintain a proper record of the membership and such other records as may be necessary.

3. Perform such other duties pertaining to the office as may be assigned by the Executive Committee.

D. The Treasurer shall:

1. Be the custodian of all monies belonging to the Association.

2. Deposit all monies of the Association to such bank or banks as may be approved by the Executive Committee.

3. Keep correct accounts of receipts and disbursements.

E. The Immediate Past-President shall:

1. Attend all meetings of the Executive Committee.

2. Assist the other members of the Executive Committee when required.

3. Chair the nomination committee for the election of officers.

Article 8 - Directors

1. Shall be elected at the AGM and assigned to chair a committee by the Executive committee at the first Executive Committee meeting

2. They shall Assist the officers of the Association

3. Perform such duties as prescribed by the President or Officers of the Association.

4. Report on community activities and concerns to the Association.

Article 9 –Committees

1. The Executive Committee will establish standard committees annually following the AGM which shall be chaired by an elected Director. These committees would at a minimum include the following:
   1. Block and Street Captains
   2. Social and Recreation Committee
   3. Safety and Crime Prevention
   4. Communication and Media
   5. Fund Raising and Sponsorship
   6. Special Events
   7. Traffic Committee
   8. Planning and Development
   9. Community Advisory Committee (CAC)
   10. Parks and Recreation (
2. Special Committees may also be created as needed but must have at least 5 active members
3. Authority of such committees is limited to making recommendations to the Executive Committee and/or general membership.
4. Directors and Committee chairpersons shall attend Executive Committees twice a year to report on activities.

Article 10 – The Executive Committee

A. The Executive Committee shall consist of:

1. The Officers of the Association.

2. Directors

3. Chairman of special committees

The affairs of the Association shall be administered by the Executive Committee (

Officers of the Association plus directors whose numbers may be determined from time to time by the Association. Any position may be shared by two people and one person may occupy more than one position at a time. The Executive Committee may appoint an Association member to an executive position should a vacancy occur during the term of office. This appointment shall terminate at the next election of officers or an expiration date set by the Executive Committee.

B. The Executive Committee will meet regularly, and at least four times a year and the schedule shall be established following the AGM.

C. Any member of the Executive Committee who misses more than three consecutive meetings without valid reasons, shall be deemed to have vacated his/her position.

D. Vacancies on the Executive may be filled at the discretion of the President, or Officers of the Association if there is no President

E. Annual General Meetings shall have the power to alter the composition of the Executive Committee.

F. The Executive Committee shall prepare the agenda for all general meetings and consider all requests from the general membership for inclusion in the Agenda, which will be distributed to the membership prior to the meeting.

G. The Executive Committee may appoint Ad Hoc Committees as required, subject to notification at the next general meeting.

H. A quorum shall consist of one-half of the members of the Executive Committee, two of whom are officers of the Association.

I. The Executive Committee shall have the power to act on behalf of the Association following a majority vote of the members present.

Article 11 – Election of Officers

The immediate Past-President or if unavailable some other Executive Committee member appointed by the President shall, at least sixty days prior to the Annual Meeting, form a nomination committee of at least three members. This committee will be responsible for announcing to the neighbourhood the call for executive nominations. This should be done via the email distribution list as well as posted notices within our boundaries. Two weeks (14 days) prior to the AGM the committee will present to the current executive committee the list of nominations., Any member of the Association may stand for election to the Executive Committee. Nominations will also be accepted from the floor. Election of contested positions will be by secret ballot by Association members.

Article 12 – Amendment

This Constitution may be amended by a majority vote of the members present and voting at the Annual General Meeting, provided there has been at least four weeks’ notice of motion in advance of that meeting. Notice of motion is not debatable when notice of motion is made.

Article 13 – Procedure

Roberts’ Rules of Order shall be deemed to apply in all matters unless they conflict with this Constitution, in which case this Constitution shall take precedence.

Article 14 – Voting

Except as provided in Article 11, voting shall be by a show of hands by members, unless at least four members request a ballot vote.