

CONSTITUTION FOR GLENBURNIE RESIDENTS' ASSOCIATION

1. NAME

- a) The association shall be known as the Glenburnie Residents' Association (GRA).
- b) The GRA will cover the area that coincides with the K0H 1S0 Postal Code.

2. AIMS & OBJECTIVES

The aims and objectives of the association of the GRA shall be:

- a) To represent and to promote the interests of all residents living in our area.
- b) To seek to improve conditions for the residents of the area.
- c) To work in partnership with the council and other agencies to achieve our aims.
- d) To represent the interests of residents in consultation with the local authority and other bodies.
- e) The association shall be non party political and non sectarian.

3. MEMBERSHIP

- a) Membership of the GRA shall be open to all residents aged 18 years and older living in the K0H 1S0 Postal Code. Residents who have registered at a General Meeting of the GRA and provided their contact information shall be considered members.
- b) Individuals from outside of the K0H 1S0 Postal Code who have an interest in the Glenburnie community may apply for membership using Form A. The request for membership will be reviewed by the Management Committee within two weeks after receipt. The percentage of members from outside of the K0H 1S0 Postal Code shall be limited to 15%.
- c) There is no fee to be a member of the GRA. Operating expenses shall be raised by voluntary donations solicited from the members on an as required basis established by the Management Committee and/or through fundraising efforts.
- d) The GRA wants to involve everyone in the area and will actively encourage people to give their views and get involved in meetings and events.
- e) The GRA will challenge any remarks or behaviour at meetings that cause offence and make people feel unwelcome.
- f) The GRA will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the association and its events.
- g) All members shall have voting rights on all issues raised at general meetings that they attend.
- h) Each member shall, on request, be supplied with a copy of the constitution.
- i) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the association.

j) Any members may be excluded for a breach of this condition or for any other conduct contravening the objects of the association, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal to the following general meeting.

4. MANAGEMENT COMMITTEE

a) The GRA will be run by a Management Committee elected at the Annual General Meeting. The Committee will be made up of Officers, including a Chair, Vice-Chair, Secretary, Treasurer, Communications, and Membership.

b) The responsibilities of each position are as follows:

i) The Chair shall (a) preside at all meetings of the association and of the Management Committee and (b) is the chief executive officer of the association and shall supervise the other officers in the execution of their duties.

ii) The Vice-Chair shall carry out the duties of the president during his absence.

iii) The Secretary shall (a) conduct the correspondence of the society; (b) issue notice of meetings of the association and directors; (c) keep minutes of all meetings of the association and directors; and (d) have custody of all records and documents of the association except those required to be kept by the treasurer.

iv) The Treasurer shall (a) keep the financial records, including books of account, and (b) render financial statements to the directors, members and others when required.

v) The Communications Officer shall (a) establish and maintain a social media platform to inform members of the association activities and (b) regularly update the platform to include minutes of meetings and notification of upcoming meetings.

vi) The Membership Officer shall (a) maintain the register of members; (b) coordinate the review and approval of membership forms; and (c) facilitate the identification of meeting attendees.

c) The Management Committee will provide an update to the residents of the area at least twice a year on their work and how it will positively encourage participation from all sections of the community.

d) There will be a minimum of four Management Committee meetings held during the course of the Association's year. The Association's year is the calendar year.

d) Seven days notice of the Management Committee meetings will be given to all members of the committee by email.

e) The quorum for committee meetings shall be a minimum of four members.

f) Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next general meeting.

g) The committee shall deal with any issues of management of the GRA which require decision during the periods between general meetings of the GRA, and report these at the next general meeting.

h) Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign their post.

i) A member of the committee may be removed or suspended from their post if they bring the good name of the GRA into disrepute. A full meeting of the committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend.

5. ANNUAL GENERAL MEETING

a) An Annual General Meeting (AGM) of the GRA shall be held once a year (within 13 months of the last AGM). Notice of the meeting must be provided at least 14 days in advance. Members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting

b) A request for the Countryside Councilor to attend the AGM will be made by the Secretary.

The quorum for the AGM should be a minimum of 10.

d) At the AGM:

- i. The minutes of the previous AGM will be presented and approved.
- ii. The existing committee will present a report of the association's activities in the last year.
- iii. Audited accounts for the year will be presented.
- iv. The Management Committee officers will stand down.
- v. The officers of the Management Committee for the next year will be elected.

e) Nominations for officers and committee will be accepted only if the person nominated is present at the AGM or has put in writing that they want to stand. If there is nobody willing to stand, the committee will decide whether to start procedures to close the association down. Alternatively the committee can continue in office to try and redevelop the association for up to six months. It is the responsibility of the committee to recruit a new committee or formally dissolve the association within that period.

6. GENERAL MEETINGS

a) The business of the GRA shall be conducted at General Meetings, which shall be open to members of the association.

b) The GRA will hold a minimum of two General Meetings per year, one of which could include the AGM.

c) The GRA must publicize general meetings and public events to all households in the association's area in order to involve all members and hear their views.

- d) All members of the GRA will be entitled to attend General Meetings, to speak and to vote.
- e) A request for the Countryside Councillor to attend each General Meeting will be made by the Secretary.
- e) Seven days notice of General Meetings will be given to all members.
- f) A quorum for general meetings will be a minimum of 10.
- g) All matters for decision will be decided by a simple majority of the present members.
- h) No member shall have more than one vote.
- i) Minutes or notes must be kept of all meetings of the association. The minutes will be presented at the next meeting to be approved. The minutes should be made available to any member of the association on request and publicized on the social media platform established by the GRA.
- j) All members of the association will abide by a Code of Conduct and be expected to treat each other with respect and act in a courteous manner at association events. The Chair may ask members to leave if their behavior is disruptive or offensive.

7. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter which needs the immediate attention of all members.
- b) Special General Meetings shall be called either at the written request of at least six members of the Association, or if the General Meeting decides by a simple majority that it is necessary or advisable.
- c) At least 14 days notice of any Special General Meeting will be given to members stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.

8. FINANCE

- a) All money raised by or on behalf of the GRA shall be applied to cover the running costs of the Association and the achievement of the objectives of the GRA and for no other purpose.
- c) The Treasurer shall keep proper account of the finances of the GRA and shall open a bank account in the name of the GRA and keep copies of all relevant invoices and receipts to support expenditure and income.
- d) The Management Committee will nominate at least three people from committee who can sign cheques. These people must not live in the same household, or be close family members. Typically, the three people will be the Chair, the Vice-Chair and the Treasurer.

e) The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited at least once per year. The audited accounts shall be presented at the Annual General Meeting.

f) The Management Committee is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer shall keep receipts for all money paid out in expenses to committee members for duties carried out on behalf of the group.

10. NOTICE OF MEETINGS

Notice of meetings will be provided to members by email and posted on the GRA social media platform. Arrangements shall be made to hand-deliver or mail notice to members who have not provided an email address. Notice to residents will be provided through the community newspaper and may also be advertised on local radio stations.

9. AMENDMENTS TO THE CONSTITUTION

a) Any proposals to amend the constitution must be presented to the secretary in writing.

b) Proposals to amend the constitution must be circulated to all members of the association with the notice of the meeting.

10. DISSOLUTION

a) If the General Meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Association, the officers shall call a meeting of all members, giving at least 14 days notice stating the terms of the dissolution resolution to be proposed at the meeting.

b) A resolution to dissolve the Association shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any grants and funds held by the association will disbursed for charitable purposes within the K0H 1S0 postal code.

Signed:

David Pentney

GRA Management Committee Position: Chair

Date: January 9, 2019

**GLENBURNIE RESIDENTS ASSOCIATION (GRA)
MEMBERSHIP FORM**

MEMBER INFO (please print clearly)

Family Name (s) _____ Given Name(s) _____

Mailing Address: Street _____ City _____

Province _____ Postal Code _____

Contact Info: Phone _____
E-mail _____

Interest in the Glenburnie Community:

Bring your membership form to a meeting of the GRA or mail your membership form to

Holly D'Angelo-Scott (Membership Officer)
160 Binnington Court, Unit 1
Kingston, ON K7M 8N1

Completed membership forms can also be emailed to Holly D'Angelo-Scott at
holly@fastline.net.

CONTACT For information about the Glenburnie Residents Association, see our
website at Glenburnie.ca or contact Dave Pentney, (613) 328-7663

Privacy Statement: Personal information contained on this form will be used for the purpose of processing your request for a membership and, with your express permission, adding your contact information to our membership list to receive Glenburnie Residents Association information. It is never provided to any third party.

Form A. GRA Membership Form