



## **Leslie Park Community Association Constitution of the Leslie Park Community Association**

### **ARTICLES**

#### **Article I: Name**

The Association shall be known as The Leslie Park Community Association, hereunder referred to as the 'Association'. It shall represent the areas bounded by Greenbank and Baseline Roads, the fence to the west of the residences on the west side of Costello Avenue, and the Canadian National Railway line (see attached map), hereafter referred to as the "Community". The Association shall be referred to as the "Leslie Park Community Association" or "LPCA" for the purposes of advertising or communications.

#### **Article II: Purpose and Objectives**

The purpose of the Association is to:

1. Foster community spirit within Leslie Park;
2. Sponsor directly or indirectly social and recreational activities, programs and projects for the community; and
3. Co-ordinate community relations with various governmental bodies and departments and other Community Associations.

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

##### **1. Eligibility:**

Any adult (18 years of age and over) who lives within the boundaries of Leslie Park can become a member of the Association. No membership fee or donation is required to be eligible to become a member.

##### **2. Membership Benefits:**

The Association provides the following benefits to members and the broader community:

- a. Coordinated advocacy on municipal, zoning and environmental issues;
- b. Regular communication (e.g. emails and letters); and
- c. Planning for community-wide events.

##### **3. Membership Period:**

The membership period shall be from May first to April thirtieth of the following year, inclusive.



**4. Donations:**

The Association is a not-for-profit volunteer-based organization. Anyone can make a donation as a part of the membership drive, or at any time. All donations received are returned to the community through events and other initiatives. Donations can be made by cash, cheque or online at the Association's website.

**Article IV: Executive**

**1. Composition:**

The Association shall be governed by an Executive Board of officers, who must be voting members, hereafter known as the "Board", comprising a President, a Vice-President, a Secretary, a Treasurer, and up to three Directors-at-Large.

**2. Term of Office:**

The term of office for the President, Vice-President, Secretary, and Treasurer and Directors-at-Large shall be for a period of up to two years. Once the two-year term expires, individuals can run again for another term if they so choose.

**3. Duties of the Board:**

The duties of the Board are outlined in the By-laws below.

**4. Election of the Executive:**

Officers shall be elected at the Annual General Meeting by the procedures described in the By-laws.

**5. Vacancies:**

A vacancy for any officer can be filled by a vote at a Special General Meeting. The term can be for up to a period of 2 years.

**6. Special Projects:**

The Executive may create ad hoc committees to examine specific issues. These individuals shall stay in their roles for until the agreed-upon term ends.

**Article V: Financial Review**

All accounts shall be reviewed by an accredited accountant who is not a member of the Executive. The accountant will conduct a non-assurance accounting review on a volunteer basis with the results being presented to the membership at the Annual General Meeting for review and discussion. The fiscal year of the Community Association shall run from January 1<sup>st</sup> until December 31<sup>st</sup>.



## **Article VI: Expenditures**

1. The Executive is authorized to make expenditures necessary to conduct the business of the Association. Examples of such expenditures include purchasing supplies for community events, costs associated with newsletters, and operating supplies for the hockey rink.
2. Financial Signing Authority. Signing authority shall be any two of the President, Vice-President, or the Treasurer.

## **Article VII: Meetings**

### **1. Annual General Meeting:**

A minimum of one such general meeting shall be called each year. The Association will hold the meeting in person, but external events (e.g. Covid-19) may require the meeting to be held virtually. This meeting is to be held between May first and June thirtieth of the same year for the purpose of election of open positions, discussion of the financial review, and any other business which may require approval by the Association. An electronic message or announcement on the Association's website must be made to the Community outlining the time, place and purpose of such a meeting at least fourteen days prior to that date.

### **2. Additional Meetings:**

Special General Meetings may be called by any member of the Association upon presentation of a petition containing fifteen signatures of members of the Association and with a minimum of seven days notice. An electronic message or announcement on the Association's website must be made to the Community outlining the time, place and purpose of such a meeting at least three days prior to that date.

### **3. Quorum:**

A quorum shall consist of fifteen members of the Association to conduct the business of the Association at an Annual or Special General Meeting.

### **4. Voting:**

- a. All members as defined in Article III, in attendance at an Annual or Special General Meeting, shall have a vote;
- b. Voting shall be by show of hand or electronic poll, but elections may be held by secret ballot if requested;
- c. Approval of business at an Annual or any Special General Meeting shall require a simple majority of votes; and
- d. The President or person designated in his/her place shall not vote except in the case of a tie.



#### **5. Executive Meetings:**

- a. The President shall call Board meetings from time-to-time to conduct the business of the Association:
- b. Three members of the Board shall comprise a quorum, including at least the President, or Vice-President;
- c. Any two Board members can call a Board meeting. A minimum of three days notice shall be required before that date; and
- d. Board meetings shall be open to all Association members. Notices of meetings will be posted to the Association's website a minimum of three days prior to the meeting.

#### **Article VIII: Committees**

From time-to-time, the Board may appoint members of the Association to special committees. These committees are designed for specific purposes and for a designated time period. The members of these committees will report to the Board.

#### **Article IX: Amendment of the Articles or By-laws of the Constitution**

1. Amendments of an Article shall require approval of two-thirds of the Members present at an Annual or Special General Meeting. At least fourteen days notice shall be given to the members, and notice of the meeting must include an outline of the proposed amendments.
2. By-laws may be amended by the Board upon acceptance by three members of the Board and this amendment must be presented at the next Annual General Meeting for ratification. A simple majority shall be required at the meeting.

#### **Article X: Procedures**

In all matters not prescribed by this Constitution, *Robert's Rules of Order* shall govern.



## **Leslie Park Community Association**

### **Constitution of the Leslie Park Community Association**

#### **BY-LAWS:**

##### **By-law I: Duties of the Board**

###### **1. President**

- a. To act as chief officer and spokesperson of the Association in all matters related to the any level of government (e.g. municipal, provincial or federal), any other officially-recognized organization, or the media. The President may delegate this duty if so desired;
- b. To preside at all meetings, ensuring that they are conducted in an orderly and efficient manner with the rights of the individual members protected;
- c. To be the official signatory on behalf of the Community Association; and
- d. To co-sign cheques for expenditures duly authorized by the Board as outlined in the Constitution

###### **2. Vice-President**

- a. To carry out any of the duties of the President in his/her absence or at his/her request;
- b. To act as a link with, and to coordinate the activities of any Community Association Coordinators;
- c. To assist the President in any manner that will facilitate the business of the Association, such as communications with any levels of government;
- e. To carry out assignments of the Association as determined by the Board; and
- f. To co-sign cheques for expenditures duly authorized by the Board as outlined in the Constitution

###### **3. Secretary**

- a. To call and arrange all meetings of the Community Association; and
- b. To keep official records of the Association and record proceedings at all meetings.

###### **4. Treasurer**

- a. To receive, record and manage all funds of the Association;
- b. To co-sign cheques for expenditures duly authorized by the Board as outlined in the Constitution;
- c. To report at Executive and General Meetings on the state of the finances of the Association; and



- d. To issue petty cash and make payments of bills as authorized by the Board.

#### **By-law II: Duties of the Committee Coordinators**

Committee Co-ordinators are volunteer members of the Association and shall be appointed by and report to the Board.

Committee Co-ordinators are responsible for coordinating activities on behalf of the Association.

Examples include:

- membership drives;
- website maintenance;
- social media;
- volunteer management;
- community events;
- newsletter distribution; or
- any other initiatives as designated by the Board.

#### **By-law III: Annual Financial Review**

The books of account of the Association shall be subject to review and discussion annually.

1. The incoming Board shall designate an accountant to conduct a non-assurance review of the Accounts of the Association. If the Association cannot find a volunteer who holds an accounting designation (such as CPA or CA), it will hire an accredited accountant to perform the work;
2. The Treasurer shall provide to the Reviewer all books of Accounts and amendments to the By-laws of the Association pertaining to fiscal matters; and
3. The Treasurer shall table the results of the Financial Review to the Annual General Meeting for review, discussion, and acceptance.

#### **By-law IV: Election of Officers:**

1. A minimum of fourteen days prior to the Annual General Meeting, the Board shall appoint an Election Officer.
2. At the Annual General Meeting, the Election Officer shall take charge of the meeting to proceed to the election. The Election Officer shall ask if any LPCA Member in attendance wishes to run for election for the following positions if the 2-year term is expiring at the AGM:
  - i. President;
  - ii. Vice-President;
  - iii. Secretary;
  - iv. Treasurer;



v. Director-at-Large

3. If a candidate prefers a secret ballot, they shall request prior to the election and the Election Officer shall accommodate the request during the vote.
4. The Election Officer shall then put all names forward to a vote for each position.
5. The Election Officer shall not vote except in the event of a tie.
6. Positions which have only one nominee shall be declared by acclamation.
7. Once the election is over, the President will then request volunteers for Program Coordinators or any other ad hoc positions. The term for each position shall be agreed upon before the vote.
8. The incoming Board shall assume office immediately after the election and the board shall meet within 2 weeks of the AGM to discuss its upcoming agenda. If the incoming board does not meet within 2 weeks, any members can request a follow-up general meeting.

Approved at the Leslie Park Community Association Annual General Meeting

Date: \_\_\_\_\_ June 1, 2021 \_\_\_\_\_

