



# *Leslie Park Community Association*

## CONSTITUTION OF THE LESLIE PARK COMMUNITY ASSOCIATION

### A R T I C L E S

#### 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 CNR railway line (see attached map), hereafter referred to as the "Community". The Association shall be referred to as the "Leslie Park Community Association" for the purposes of advertising or communications.

#### Article II: Purpose and Objectives

The purpose of the Association is:

1. To foster community spirit.
2. To sponsor directly or indirectly social and recreational activities, programs, and projects for the community.
3. To co-ordinate community relations with various governmental bodies and departments and other Community Associations.

#### Article III: Membership

1. Eligibility.

Membership in the Association is open to all residents of the Community upon payment of the membership fee.

2. Membership Period.

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

3. Membership Fee.

The annual membership fee shall be decided upon at an Executive meeting of the Board and must first be ratified by simple majority at the next annual general meeting.

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### 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, two Vice-Presidents, a Secretary, a Treasurer, an Immediate Past President, and seven Executive Officers.

#### 2. Terms of Office.

The term of office for the President, Vice-Presidents, Secretary, Treasurer and Executive Officers shall be for a period of one year.

At completion of the term of office of the President, he/she shall automatically serve as Immediate Past President. If the Immediate Past President is not available, some other member of the past Board can be selected by the current Board to fill the vacancy.

#### 3. Duties of the Board.

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

#### 4. Election of the Executive.

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

#### 5. Vacancies.

The Executive may appoint a member of the Association to fill a vacancy and this position shall be held until the next Annual General Meeting.

#### 6. Co-option.

The Executive may co-opt additional Executive Officers if necessary. The term of office for such co-opted officers shall be until the next Annual General Meeting.

### Article V: Audit

1. All accounts shall be audited by a person who is not a member of the Executive. The final audited statement shall be presented to the Annual General Meeting for approval.

2. The fiscal year of the Community Association shall run from March first to the last day of February of the following year.

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### Article VI: Expenditures

1. The Executive is authorized to make expenditures necessary to conduct the business of the Association.
2. Financial Signing Authority.

Signing authority at the Bank shall be any two of the President, the two Vice-Presidents, the Secretary or the Treasurer.

### Article VII: Meetings

1. Annual General Meeting.

A minimum of one such general meeting shall be called each year. This meeting is to be held between March first and April thirtieth of the same year for the purpose of election of officers to the Executive, approval of the audited statements, and other business which may require approval by the Association.

2. Special General Meetings.

A special general meeting 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 in advance of the date. A general bulletin or announcement must be made to the Community outlining the date, 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 adult (18 years of age and over) members as defined in Article III, in attendance at an Annual or Special General Meeting, shall have a vote.
- b. Voting shall normally be by show of hand, but will be by secret ballot for the election of officers, if required.
- c. Approval of business at an Annual or Special General Meeting shall require a simple majority of votes.
- d. The President or person designated in his/her place shall not vote except in the case of a tie.

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### 5. Executive Meetings.

The President shall call Executive meetings from time to time to conduct the business of the Association.

- a. Five members of the Board shall comprise a quorum, including at least three of the President, Vice-Presidents, Secretary and Treasurer.
- b. Any three members of the Board may cause an Executive meeting to be called. A minimum of three days notice shall be required before that date.
- c. Executive meetings shall be open to all members of the Association.

### Article VIII: Committees

The Board may from time to time appoint members of the Association to special committees for special purposes.

### 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 Association, and the notice of the meeting must include an outline of the proposed amendments.
2. By-laws may be amended by the Board upon acceptance by seven 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.

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## B Y - L A W S

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

1. President.
  - a. To act as chief officer and spokesperson of the Association.
  - 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.
2. Vice-Presidents, East and West.
  - a. To carry out any of the duties of the President in the his/her absence or at his/her request.
  - b. To act as the link with, and to co-ordinate the activities of the Street Representatives.
  - c. To assist the President in any manner that will facilitate the business of the Association.
  - d. To carry out assignments of the Association as determined by the Board.
3. Secretary.
  - a. To call and arrange all meetings of the Community Association.
  - b. To keep official records of the Association and record proceedings at all meetings.
  - c. To correspond and receive correspondence on behalf of the Association and inform the Board of the contents of correspondence received.
4. Treasurer.
  - a. To receive, record, and bank all funds of the Association.
  - b. To co-sign cheques for expenditures duly authorized by the Board as outlined in the Constitution.

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- c. To report at Executive and General Meetings on the state of the finances of the Association.
  - d. To issue petty cash and make payment of bills as authorized by the Board.
5. Immediate Past President.

The main duty of the Immediate Past President is to act as a co-ordinating link between successive Boards. In all other respects, he/she shall serve as an Executive Officer.

6. Executive Officers.

Executive Officers shall be members of the various committees, or undertake other functions, as assigned by the Board.

By-law II: Duties of the Program Co-ordinators and Street Representatives

Program Co-ordinators and Street Representatives shall be appointed by the Board from volunteer members of the Association.

Program Co-ordinators are responsible for co-ordinating special functions and activities such as the summer barbecue, swim program, fall dinner/dance, winter carnival, rink maintenance, and neighbourhood watch.

Street Representatives are responsible for delivering the Newsletter to their designated areas, for soliciting memberships, and in general, for facilitating the communication of information from the Executive to the Community.

By-law III: Audit

The books of account of the Association shall be subject to audit annually.

1. The incoming Board shall appoint an auditor to conduct an annual audit of the Accounts of the Association. The Auditor shall provide a written report covering the previous fiscal year of the Association at the Annual General Meeting.
2. The Treasurer shall provide to the Auditor all books of Accounts and amendments to the By-laws of the Association pertaining to fiscal matters.
3. The Treasurer shall table the report of the Auditor to the Annual General Meeting for ratification.

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### By-law IV: Election of Officers

1. The President shall appoint a nominating committee to present a slate of officers to the Annual General Meeting.
2. An election officer shall take charge of the meeting at the commencement of the presentation of the slate of officers. The positions of the President, Vice-Presidents, Secretary, Treasurer, and Executive Officers shall be deemed vacant at that point.
3. The slate of officers will comprise of members of the Association who have volunteered to stand for election or have been invited to stand for election by the nominating committee. All nominees must be duly proposed and seconded.
4. A member of the Association may submit his name from the floor of the Annual General Meeting for a position on the Board. This must be duly seconded.
5. When no more names have come forward for positions on the Board, the election officer shall call the nominations closed.
6. Positions which have only one nominee shall be declared filled by acclamation. Other positions shall require a secret ballot. Simple majority applies. The election officer shall not vote except in the case of a tie.
7. Unsuccessful nominees may run for another position on the Board.
8. The incoming Board shall assume office immediately after the election.

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Approved at the Leslie Park Community Association Annual General Meeting, March 21, 1988.

Leslie Park

