

CONSTITUTION

Westboro Community Association

Article 1 - Name

The name of this association shall be the "Westboro Community Association", hereinafter referred to as "the Association".

Article 2 - Mission

The mission of the Association shall be to act on behalf of residents and property owners within its boundaries with respect to issues that affect **the** community. **The** Association shall endeavour to: promote awareness of community issues; liaise with elected representatives and officials of the City and the Regional Municipality of Ottawa-Carleton; promote solutions to community issues/concerns; and to actively pursue the interests of the residents and property owners within its boundaries.

Article 3 - Boundaries

The boundaries for the Association shall be as follows: the west side of Tweedsmuir Avenue; the east side of Broadview Avenue; the north side of Carling Avenue; and the south side of the OC Transpo Transitway.

Article 4 - Membership

Anyone who is resident or a property owner within the boundaries of the Association is eligible for membership and is further eligible to hold office within the Association. There shall be no membership fee.

Article 5 - Annual General Meeting

The Association shall hold an Annual General Meeting once a year for the purpose of electing a board of directors and discussing other business. The meeting shall normally be held in the month of October, where possible. The Association shall give public notice of the meeting, at least two weeks in advance, if possible. The Association shall place a notice in the issue of NEWSWEST that immediately precedes the Annual General Meeting.

Quorum for an Annual General Meeting shall be ten members of the Association in good standing.

Article 6 - Board of Directors

The Association shall elect a Board of Directors at the Annual General Meeting to represent the members of the Association. The Board of Directors shall meet on a monthly basis, where possible, and will be responsible for conducting the affairs of the Association and for the establishment of ad-hoc committees.

Quorum for all board meetings shall be 50% of the Board. Board members who miss three or more consecutive meetings, without a reasonable excuse (i.e. work commitments, sickness, etc.) will cease to become Board members. The Board may nominate replacements should vacancies arise. Interim Board members shall be confirmed by a majority vote of remaining Board members.

The Board shall be comprised of the following members:

- a) the President
- b) the Vice-President
- c) the Secretary
- d) the Treasurer
- e) no more than five Directors-at-Large

Article 7 - Duties

a) President: The President shall preside over all Association and Board meetings; shall be the chief representative of the Association; and shall be responsible for the overall operation and effectiveness of the Association. The President is a signing officer of the Association and shall not vote at meetings unless the result of such a vote is inconclusive.

b) Vice-President: The Vice-President shall assist the President in carrying out their responsibilities and shall represent the President and/or chair meetings of the Board/Association in the absence of the President.

c) Secretary: The Secretary shall be responsible for the recording of minutes of Board and Association meetings and for their distribution. The Secretary will also be responsible for maintaining the records of the Association and in assisting the Board with Association business.

d) Treasurer: The Treasurer shall be responsible for: maintaining the financial records of the Association; maintaining a bank account for the Association; collecting fees and making disbursements on behalf of the Association; providing a monthly treasurer's report; and shall be one of the two signing officers for the Association.

e) Directors-at-Large: The Directors-at-Large shall assist the Board in the conduct of the Association's business and shall normally chair ad-hoc committees of the Association.

Article 8 - Amendments

Amendments to this Constitution may be made at any Annual General Meeting of the Association by any member of the Association. A simple majority vote of members present will carry an amendment. The Board of Directors may pass interim amendments to the Association's constitution between annual general meetings by a two-thirds majority vote. Interim amendments must be approved at the annual general meeting that follows in order to become part of the Association's permanent Constitution.

The Constitution was unanimously amended, as is, at the annual general meeting held on October 19, 1995.