

# **BYLAWS OF THE CANTERBURY COMMUNITY ASSOCIATION**

## **AGM – OCTOBER 16, 2014**

*These By-Laws were approved at the Annual General Meeting of May 24, 1984. Amended by Members at the Annual General Meetings on June 11, 1992, May 26, 1993, June 1, 1995, June 12, 1997, September 24, 1998, June 20, 2000, June 14, 2001, June 20, 2002 and June 17, 2004. Consolidated copy prepared by Mark Inman, June 2004, and further amended at the Annual General meetings of June 19, 2008, June 16, 2011, AND October 16, 2014.*

### **ARTICLE 1 - MEMBERSHIP FEES**

#### **Section 1:**

The membership for a group of persons who are members of the same family living at the same residence shall be referred to as a Family Membership and the fee for such membership shall be set by the executive prior to the September start of the programming year.

#### **Section 2:**

The membership for a Senior Adult (age 50+) shall be referred to as a Seniors Membership and the fee for such membership shall be set by the executive prior to the September start of the programming year, and such fee shall not exceed one half of the fee for a Family Membership.

#### **Section 3:**

Any Officer or Director of the Association shall be authorized to waive the membership fee in specific cases and shall report on these cases to the Executive Committee.

#### **Section 4:**

The membership fee shall cover the period from August 1st of one year to August 31st of the following year.

#### **Section 5:**

Memberships will be verified at the Annual General Meeting for voting privileges and members will be given a card for voting purposes. Voting privileges are based on paid up membership in the Association.

#### **Section 6:**

Memberships sold within 15 days of the Annual General Meeting will not be eligible for a vote at the AGM that year. This provision does not apply if the membership sold is a renewal membership from the previous year.

### **ARTICLE 2 - HONOURARY MEMBERSHIP**

The local Councillor for the Ward shall be an Honourary Member of the Association.

### **ARTICLE 3 - FUNDS**

#### **Section 1:**

The Executive Committee shall be authorized to approve, without limit, any expenditures and grants that are not in the currently approved budget. Any such expenditure or grant over \$5,000 for any one purpose shall be reported at the next Annual General Meeting in the report of the Finance Committee.

#### **Section 2:**

The President shall have the authority to expend or authorize the expenditure of up to \$300.00 without seeking prior approval of the Executive Committee. Each expenditure is to be considered separate and distinct. The President shall report any expenditure over \$25 to the next Executive Committee following the said expenditure.

#### **Section 3:**

The Program Director shall have the authority to expend or authorize the expenditure of monies in order to deliver programs, services, and activities of the Association up to \$1,000 per expenditure within the approved budget. Any expenditure over \$500 shall be tabled for the record at the next Executive Committee meeting following the expenditure.

#### **Section 4:**

All members of the Executive shall be entitled to be reimbursed for eligible expenses incurred on behalf of the Association as determined by the Finance Committee. The issue of determining eligible expenses if questioned shall be brought to the Executive Committee for a final and binding determination. It is incumbent upon members of the Executive to seek prior approval of expenses to be incurred if in doubt that said expenses are eligible expenses for reimbursement.

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**Section 5:**

Excluding Sections 2, 3, and 4, all financial transactions on behalf of the Association shall be authorized by any two of the following: the President, the Vice-President, the Treasurer, the Director of Programs or other approved signatories so designated from time to time by the Executive Committee. The Executive Committee may, however, delegate this authority whenever a Committee or organized group of Members of the Association has been authorized to collect or hold funds under Article 11, Section 3 of the Constitution. Approved signatories should, whenever possible, avoid signing blank cheques.

**Section 6:**

One or more auditors shall be appointed at the Annual General Meeting to conduct an audit of the books of account of the Association for the ensuing year. The Auditor's certified statement concerning the audit shall be presented at the next Annual General Meeting following presentation of the Treasurer's annual financial statement.

**Section 7:**

For the purpose of the Treasurer's annual financial statement to be presented at the Annual General Meeting, the fiscal year of the Association shall commence August 1st of each year and shall end July 31st of the following year.

**Section 8:**

The Director of Finance shall report at the Annual General Meeting on all grants, subsidies and loans approved by the Executive Committee since the last Annual General Meeting.

**Section 9:**

Refund requests must be in writing on the form approved by the Canterbury Community Association and addressed to the Program Coordinator. Said form shall be available either electronically through the Association's website ([www.cca-acc.ca](http://www.cca-acc.ca)) or in a printed format available at the community centre.

Subsidy requests must be in writing on the form approved by the Canterbury Community Association and addressed to the Director of Programs. Said form shall be available either electronically through the Association's website ([www.cca-acc.ca](http://www.cca-acc.ca)) or in a printed format available at the community centre.

**Section 10:**

The Finance Committee will establish a budget for the upcoming fiscal year and present the budget at the AGM. The Finance Committee will monitor the budget throughout the fiscal year.

**Section 11:**

The annual budget of the CCA shall not run a deficit that would lower the financial assets of the CCA, as reported at the previous AGM, by more than 15% in one fiscal year.

**Section 12:**

If the total financial assets of the CCA are reduced to under \$10,000, then the previous section no longer applies. A balanced or surplus budget is required.

**Section 13:**

Notwithstanding Section 11, above, the minimum financial reserve which the CCA must maintain at all times is the amount necessary to pay the fees of all CCA instructors for the period of time for which the Association issues contracts.

**ARTICLE 4 - GRANTS AND CONTRIBUTIONS**

**Section 1:**

The principle for grants and contributions is to give preference to proposals by volunteer groups providing a service or facility of lasting value that will significantly benefit a large number of people in Alta Vista Ward, and for which there are generally no alternative sources of funding.

**Section 2:**

More specifically, as guidelines for grants and contributions, the CCA will give preference to proposals and projects which are:

- (a) located in local Ward
- (b) beneficiaries shall live in the local Ward, or southeast Ottawa
- (c) supportive of the programs and activities of the Canterbury Community Association and the Canterbury Community Centre
- (d) supportive of volunteer or community service group in the local Ward, the CCA catchment area (where the Program Flyer is delivered), and more broadly, southeast Ottawa
- (e) providing "seed" money which levers additional money or labour in a shared-cost program

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- (f) supportive of organisations that do not have ready access to other sources of outside funding and are not party to a major annual fundraising drive of the community, or the parent organization
- (g) supportive of an organisation that raises part of the funds itself for a one-time project through fundraising tied to the particular project
- (h) benefitting a large number of people significantly
- (i) providing lasting value to the local area (e.g. a permanent facility)
- (j) clearly assists a target/disadvantaged group that the CCA has specifically chosen to support through its programming
- (k) the contribution of the CCA will be widely and/or permanently publicized through a newsletter/sign, etc.
- (l) significantly speed up the process of providing a service or facility through, for example, the City of Ottawa Self Help Program.

### **Section 3:**

Specifically, as guidelines for Grants and Contributions, the CCA will not give preference to organisations proposing projects and proposals which:

- (a) request funding continually to support normal operational activities and expenditures
- (b) do not provide the necessary budgetary information
- (c) are part of major annual fund raising drives (e.g. United Way, CHEO) to which CCA members can donate funds individually if they so choose.

### **Section 4:**

External organizations must submit a written application to the President, CCA, for the grant, contribution or loan. The application should include:

- (a) overall purpose of the organization/program
- (b) specific amount requested
- (c) specific intended purpose for the money requested
- (d) estimate of the number of people that will directly benefit from the use of the money
- (e) geographic area that will benefit (where the majority of the beneficiaries live)
- (f) target group for the program (children, teens, the elderly, handicapped, etc.)
- (g) is this organization a volunteer group? Number of volunteers whose work will be supported by the contribution
- (h) will this contribution lever additional money? (e.g. through a shared cost program with the City, the Province, the Federal Government etc.)
- (i) has other money already been collected for this program from elsewhere?
- (j) are there plans for a fundraising drive?
- (k) financial statements for past year, budget for the coming fiscal year or program period
- (l) if the group has received a CCA contribution in the past, briefly describe how this money was used
- (m) how will the contribution of the Canterbury Community Association be acknowledged? (e.g. sign, nameplate, article, photo in a community newspaper, etc.)

### **Section 6:**

The CCA Executive will make its decisions re: grants and contributions on the basis of the written application and the recommendation of its Finance Committee, which will be responsible for reviewing the application. The CCA may, however, request the applicant to make a presentation at a CCA executive committee meeting, if further clarification is required.

### **Section 7:**

The CCA Finance Committee will first review the written applications on the basis of the CCA Assessment Criteria for grants and contributions. Said assessment criteria can be found on the Association's website ([www.cca-acc.ca](http://www.cca-acc.ca)). This committee will provide recommendations to the CCA Executive which has the final decision on all grants and contributions.

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**ARTICLE 5 - ATTENDANCE AT EXECUTIVE MEETINGS**

Failure of a member of the executive to attend three executive meetings shall result in that member being expelled from the executive. An expelled member of the executive shall have the right to seek reinstatement at the next scheduled executive meeting, with the issue being placed before those executive members present for a secret vote whereby the majority vote shall prevail.

**ARTICLE 6 - PROPERTY OF THE ASSOCIATION**

All equipment or other assets purchased with Association funds are property of the Association, unless otherwise directed by the Executive. All records, financial or otherwise, or any other documentation or correspondences created while conducting the business of the Association are the property of the Association. All property of the Association in possession of an Executive member, employee, agent, contractor, or volunteer of the Association shall be returned to the President within 10 business days of the date that the person no longer occupies their position within the Association.

**ARTICLE 7 - RULES OF ORDER**

The following Rules of Order shall be observed at any meeting of the Executive Committee, of any Standing or Special Committee, and at any General Meeting of the Association. Any of the Order may be suspended for the duration of a meeting by a vote of two thirds of the Members present at the meeting.

**1. A Quorum** for any duly called meeting of the Executive Committee shall conform to Article 5, Section 4 of the Constitution; "one elected officer and five elected Members or seven elected Members".

**2. The Chair:**

- **The President will chair all meetings of the Executive Committee.**
- **The Vice-President will chair the meeting of the Executive Committee in the absence of the President.**
- **In the absence of the President and the Vice-President, the Executive Committee may elect among themselves a chair for that meeting.**

The **Chair Shall:**

- (a) control the meeting, in keeping with the task at hand;
- (b) all comments, questions, debates shall be addressed through the chair; (no cross talking)
- (c) the chair shall keep an order of position of the Executive Members to be addressed;
- (d) the chair may debate any subject under discussion upon temporarily turning the chair over to the Vice President or another Member of the Executive Committee during the debate and subsequent voting.
- (e) The chair shall vote only to break a tie vote;
- (f) The chair shall not make motions or second any motions;
- (g) The chair may limit the time of any speaker on any motion or during any discussion.

**3. Motions:**

- (a) No motion shall be debated until it has been seconded;
- (b) When a motion is made and seconded, the mover thereof may be called upon by the chair to produce the same in writing and to hand it to the chair from which it shall be read before the meeting for debate;
- (c) Any mover of a motion shall be at liberty to accept an amendment thereto; but if the amendment is not accepted by the mover, yet duly seconded, a vote shall be taken on the amendment prior to voting on the original motion;
- (d) When a question is under debate, no motion shall be received except to postpone, to commit to a committee, or to amend;
- (e) A motion to adjourn shall always be in order, except when another motion is before the meeting.

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**4. Appeals:**

- (a) An appeal may, in all cases, be made from any decision of the Chair. Two thirds majority vote of the Executive Members present shall be necessary to sustain the vote;
- (b) Any Member making an appeal from a decision of the Chair may state the reasons for doing so. The Chair may then give the reasons for its decision before the question is put. When the vote has been taken, the matter shall be considered settled.
- (c) Appeals and motions to reconsider or adjourn are not debatable.

**5. Agenda Guidelines:**

The agenda of the executive committee:

- (a) Call to order
- (b) Approval of the agenda
- (c) Approval and changes to the agenda
- (d) Approval of the last minutes
- (e) Unfinished Business arising from the minutes
- (f) Reports of Special Committees (that is, committees appointed to exist only until they have completed a specific task).
- (g) New business
  - 1) correspondence
  - 2) .....etc.
- (h) CCC Director's report
- (i) Reports from the Directors
- (j) Reports from the Affiliated Organizations
- (k) Round Table
- (l) Future meeting dates
- (m) Adjournment

**ARTICLE 7 - APPENDICES**

Any appendices which may be attached hereto, are subject to change through approval by the Executive committee providing such changes do not conflict with the provisions of either the Association's constitution or bylaws.

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