

**CONSTITUTION OF THE CANTERBURY COMMUNITY ASSOCIATION
AGM – OCTOBER 26, 2017**

This new Constitution was 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 13, 1996, 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 subsequently amended at the Annual General Meetings of June 19, 2008, June 18, 2009, June 16, 2011, and October 16, 2014. Consolidated copy prepared by John Marshall and approved at the Annual General Meeting on October 26, 2017.

ARTICLE 1 – NAME

Section 1:

The name of this organization shall be the Canterbury Community Association (hereinafter referred to as the Association) and shall be known in French as the Association communautaire de Canterbury. The Association may also be referred to as CCA in English or ACC in French

Section 2:

The Association's mission statement shall be as follows: **To promote, enhance and protect community values and to provide programs and services benefiting our members and the community-at-large.**

Section 3:

The Association's official motto will be: **Programs and services for the community, by the community and with the community**

ARTICLE 2 - PURPOSES AND OBJECTIVES

The Association shall provide an organization through which members can work together on matters affecting the quality of life and availability of social and recreational services in the community where they live, notably by the following means:

- (a) by making their views and opinions known to municipal authorities and other bodies,
- (b) by coordinating community activities and programs with municipal and other bodies, and
- (c) by providing social and recreational activities and programs to the community.

ARTICLE 3 – MEMBERSHIP

CATEGORIES OF MEMBERSHIPS

Section 1:

A Member shall be any person who has acquired a membership through registration for an Association program, or by paying the appropriate membership fee as established by the Executive Committee. Said membership must be current and in force as per Article 1 of the CCA's By-Laws

Section 2:

Notwithstanding Section 1 above, all Past Presidents of the Association shall be Members of the Association, and no membership fee shall be charged in consideration of their service to the Association.

Section 3:

Honorary Members may be named by the Association at a General Meeting of the Association, and an Honorary Member shall enjoy all the rights and privileges of a regular Member except the right to vote, make motions, or hold elected office, and no membership fee shall be charged.

Section 4:

No one shall participate in any Association committee unless he or she is a member of the Association. Committee Chairpersons shall have the right to enlist persons to assist who are not members of the Association providing that such persons are identified by the Chairperson at the next scheduled executive meeting and accepted by majority vote.

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PARTICIPATION IN PROGRAMS

Section 5:

No one shall be required to become a member of the Association in order to participate in any of its programs.

Section 6:

A participant may be banned from participating in an Association program if a majority of those present at a duly-called meeting of the Executive Committee find that the participant has interfered with or hindered the conduct of the program, or has violated the Association's Harassment and Abuse Policy.

Section 7:

A participant's personal information required for registration purposes by the Association shall be confidential and used strictly for the purposes of assisting in the registration process and in assisting communications between participants and the Association.

ARTICLE 4 - GENERAL MEETINGS

Section 1:

A General Meeting of the Association is a meeting which all Members are entitled to attend and at which all Members age 16 or over, except Honorary Members, may make motions, vote, and otherwise participate.

Section 2:

An Annual General Meeting shall be held once per year within six months of the end of the fiscal year. The date shall be determined by the Executive Committee.

Section 3:

From time to time, a Special General Meeting for a specific purpose may be called by the President at his or her discretion and shall be called by the President if the Executive Committee or 50 Members of the Association so request, and the purpose of a Special General Meeting shall be restricted to the specific purpose for which it is called.

Section 4:

At any Annual or Special General Meeting, ten members present shall constitute a quorum.

Section 5:

Due notice of Annual and Special General Meetings shall be given to the Members, and, for this purpose, prior publication of the date, place and purpose of the meeting in a local publication, and/or on the web site or through other electronic means, shall constitute such notice.

Section 6:

All decisions taken at a General Meeting shall be by simple majority of those present and voting, unless herein otherwise specified.

ARTICLE 5 - EXECUTIVE COMMITTEE

Section 1:

An Executive Committee shall be authorized to conduct all business of the Association except for those matters expressly reserved for a General Meeting.

Section 2:

The Executive Committee shall be composed of the Officers, the immediate Past President, the Directors of the Association, and not more than twelve Members-at-Large. A member of the Executive Committee shall be considered a member of the Association in good standing during his or her term of office. A member of the Executive Committee shall be allowed to participate in one of the Association's programs either on a sessional or yearly basis without payment.

Section 3:

The Executive Committee shall meet at its own discretion or at the discretion of the President.

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Section 4:

A quorum for any duly called meeting of the Executive Committee shall be at least 50% of the elected executive members plus the President or Acting President. Any person who has been appointed to a position on the Executive board shall be considered as an elected executive member when determining a quorum. Any person who is on a leave-of-absence from his or her position on the Executive shall not be considered as a member of the Executive when determining the quorum.

Section 5:

All decisions, unless herein otherwise specified, shall be by a simple majority of those present and voting.

Section 6:

Any Member of the Executive Committee may be removed from office by a majority of the Executive Committee, at any duly called meeting of that Committee, for failure to perform the duties of that office provided that Member shall first have had an opportunity to reply to any charges or accusations at a meeting of the Executive Committee.

Section 7:

Any position on the Executive Committee which is vacant for any reason (resignation, death, removal, or otherwise) may be filled by the Executive Committee, and the appointee shall serve the remainder of the original term.

Section 8:

No Official of the City of Ottawa, either elected or appointed, shall be eligible to serve as an elected Member of the Executive Committee. The term official shall include elected members of Council, any staff of an elected representative of the City, and any senior administrative staff currently employed by the City.

Section 9:

The President and the Director of the Civic Affairs Committee shall reside within the boundaries of what was Canterbury Ward in the City of Ottawa. The boundaries of old Canterbury Ward shall be defined as per the map attached as Appendix A. Notwithstanding the above, if no member of the Association residing within the boundaries of the old Canterbury Ward is nominated for either of these positions, then members from within the boundaries of the current Alta Vista Ward shall be eligible to be nominated for, and to serve in these positions.

ARTICLE 6 - ELECTION OF OFFICERS, DIRECTORS AND MEMBERS-AT-LARGE

Section 1:

Election and Appointment and Term of Office

(a) The Association shall have as Officers a President, a Vice- President, a Secretary and a Treasurer

(b) The Association shall have the following Directors:

- After-School Program
- Civic Affairs
- Community Liaison
- Compliance and Reporting
- Dance Program
- Finance
- Francophone Liaison
- Nominations
- Outdoor Programming
- Publicity and Distribution
- Special Events
- Scholarships
- Volunteer Recruitment and Coordination

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(c) The Association may have a maximum of eight elected Members-at-Large along with a maximum of four additional Members-at-Large appointed by the executive committee. Appointed Members-at-Large shall have the same rights and privileges as those Members-at-Large elected. The President shall have the authority to appoint a member-at-large to a committee as required.

(d) Persons elected shall serve from the time of their election until elections are held at the next Annual General Meeting. No one shall serve more than two terms consecutively as President unless there is no current member of the executive willing to be so nominated.

(e) The President, Vice-President, all Directors, and a maximum of eight member-at-large shall be elected at the Annual General Meeting and shall serve until elections are held at the next Annual General Meeting.

(f) The Secretary and Treasurer shall each be appointed at the first meeting of the Executive Committee held after an Annual General Meeting and shall serve from the time of their appointment until the first meeting of the Executive Committee held after the next Annual General Meeting.

(g) A vacancy in the position of President shall result in the Vice-President assuming the position until the next Annual General Meeting failing which a current member of the Executive Committee may assume the position until the next Annual General Meeting. In the event that more than one member of the Executive Committee expresses interest in assuming the President position, a vote amongst all members of the Executive Committee not interested in the President position shall take place with most votes for being the determining factor.

h) Slate of Candidates:

1. - In order to prepare a slate of candidates for the Annual General Meeting, the Nominations Committee, established in accordance with Section 6 of Article 10, shall be required to post a proposed slate of candidates, approved by the executive, in the foyer of the community centre at least six (6) weeks prior to the date of the AGM, with an invitation to current members of the CCA to nominate themselves or other current members to stand for election to an executive position they identify.

2. - Acceptance of member nominations shall cease four weeks prior to the date of the Annual General Meeting at which time the Nominations Committee shall confirm that the nominating person and the person being nominated are current members of the Association and that the current member being nominated for election is willing to have his or her name stand for the position indicated by the nominating member.

3. - A finalized approved slate of officers along with a list of those nominated members and the positions they are standing for shall be posted in the foyer of the centre at least one week prior to the Annual General Meeting.

ARTICLE 7 - REMUNERATION OF EXECUTIVE COMMITTEE

Section 1:

The payment of an honorarium and its terms to the Treasurer shall be at the discretion of the Executive Committee. The Finance Committee shall make a recommendation as to the level and terms.

Section 2:

The payment of an honorarium and its terms to the Secretary shall be at the discretion of the Executive Committee. The Finance Committee shall make a recommendation as to the level and terms.

Section 3:

No other member of the Executive Committee shall receive an honorarium from the Association for service as a member of that Committee.

Section 4:

The level and terms of all Honoraria shall be reported to the Annual General Meeting.

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ARTICLE 8 – DUTIES

EXECUTIVE MEMBERS

Section 1. PRESIDENT

The duties of the President are as follows: to preside at all meetings of the Executive Committee and at all General Meetings of the Association; to enforce a due observance of the Constitution, the By-Laws and the Rules of Order and to decide all questions of order; to offer for consideration all motions regularly made; to ensure that the decisions of the Executive Committee and of the General Meetings of the Association are carried out, insofar as possible; to report at the Annual General on the activities of the Executive Committee since the previous Annual General Meeting; to prepare, with the Secretary or Secretary-Treasurer, the agenda for each meeting of the Executive Committee and each General Meeting of the Association; and to perform such other duties as required by the Office of the President or as may be requested by the Executive Committee or a General Meeting of the Association. The President or the Vice-President, at the President's request, shall serve as a non-voting member of any Standing Committee or Special Committee of the Association, including any sub-committee of the Executive Committee. He or she shall be authorized to call meetings of the Executive Committee and Special General Meetings of the Association. He or she may make no motions or amendments and shall not vote on any question or motion, unless the meeting be equally divided, in which case he or she shall cast the deciding vote.

Section 2. VICE-PRESIDENT

The duties of the Vice-President are as follows: to carry out the duties of the President in the latter's absence and, in addition, to carry out such other duties as may be required by the President, the Executive Committee or the General Meeting. Should a vacancy occur in the Office of the President, the Vice-President shall serve as President until the next Annual General Meeting. In the absence of the President and the Vice-President, the Executive Committee shall choose one of its elected Members to chair the meeting.

Section 3. SECRETARY

The duties of the Secretary are as follows: to faithfully record the proceedings and decisions of all meetings of the Executive Committee and all General Meetings of the Association; to prepare such correspondence and notices as may be requested by the President, the Executive Committee or a General Meeting of the Association; to prepare, with the President, the agenda for all meetings of the Executive Committee and all General Meetings of the Association; to notify Members of the Executive Committee of meetings of that Committee; and to maintain all records and documents of the Association, other than those maintained by the Treasurer or by the Directors. If the person appointed to the Office of Secretary is not a person elected to serve on the Executive Committee at the last held Annual General Meeting and is not a person appointed to the Executive Committee by that Committee, then he or she shall not have the right to vote or make motions at meetings of that Committee.

Section 4. TREASURER

The duties of the Treasurer are as follows: to receive any and all monies payable to the Association, to deposit or invest such monies according to the instructions of the Executive Committee; to pay any and all duly approved debts and liabilities of the Association; and to maintain records on such transactions and report on same to the Finance Committee and to the Executive Committee, from time to time, and to the Association at the Annual General Meeting. If the person appointed to the Office of Treasurer is not a person elected to serve on the Executive Committee at the last held Annual General Meeting and is not a person appointed to the Executive Committee by that Committee, then he or she shall not have the right to vote or make motions at meetings of that Committee. The Treasurer shall in no case vote or make motions on the disbursements or allocation of funds.

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Section 5. DIRECTOR OF FINANCE

The Director of Finance shall ensure that all association assets are properly secured and protected; shall receive and analyse all grants and contribution requests in order to make recommendations to the Executive committee as to their disposition; shall conduct with the Program Administrator and Treasurer an annual review of budgets for all association groups and activities for the purpose of ensuring that all activities establish their respective revenues and costs as well as having due regard for resources to meet all capital asset needs; and shall analyse all requests from within or outside the association for funds to finance projects, conduct activities or to use funds for general purposes. The Director of Finance shall be the Chairperson of the Finance Committee.

Section 6. DIRECTOR OF CIVIC AFFAIRS

The Director of Civic Affairs shall keep the Executive Committee informed of all matters pertaining to municipal affairs, including urban planning, municipal budgets and the provision of services by the City of Ottawa and other bodies, and shall from time to time study such matters and report to the Executive Committee thereon.

Section 7. DIRECTOR OF SPECIAL EVENTS

The Director of Special Events shall be responsible for planning, coordinating and organizing community-wide activities

Section 8. DIRECTOR OF PUBLICITY & DISTRIBUTION

The Director of Publicity shall be responsible for planning, coordinating and organizing publicity for all Association programs and activities.

Section 9. DIRECTOR OF SCHOLARSHIPS

The Director of Scholarships shall work with his or her committee to administer all aspects of the CCA Annual Academic and Athletic Scholarships Program, including eligibility requirements, advertising, evaluation procedures, evaluation of applicants, awarding of scholarships, and periodic assessment of the scholarship program. The Director will provide advice and recommendations to the Executive Committee

Section 10. DIRECTOR OF COMMUNITY LIAISON

The Director of Community Liaison shall be responsible for informing the Members of the Association and the community at large of the work of the Association and shall maintain contact with other community organizations.

Section 11. DIRECTOR OF FRANCOPHONE LIAISON

The Director of Francophone Liaison shall work with the Program Administrator and as required, other Directors to plan, coordinate and organize programs and activities in French and shall assist in the preparation of publicity and informational material in French; in addition, he or she shall be responsible for any matter pertaining to the provision of services in French by the Association and for liaison with Francophone community organizations and special-interest groups.

Section 12. DIRECTOR OF COMPLIANCE AND REPORTING

The Director of Compliance and Reporting shall work with the Program Administrator and as required, other Directors to ensure that all legal, health and safety and other regulatory requirements identified by the City or Ottawa, province of Ontario or the Federal Government are met and that documentation ensuring this is accurate and up-to-date

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Section 13. DIRECTOR OF NOMINATIONS

Prior to the Annual General Meeting, the Director of Nominations shall, in accordance with Article 6, Section 1, part (h) of the constitution, poll the Executive Committee to determine if members are returning to their positions, will accept nominations of other Association members for positions on the Executive Committee, and will post a slate of candidates.

Section 14. DIRECTOR OF VOLUNTEER RECRUITMENT AND COORDINATION

The director of Recruitment and Volunteer Coordination shall be responsible for the recruitment, training and retention of all volunteers for events and activities coordinated by the Association. This shall include the publicity of volunteer opportunities and the management of volunteers on site during events.

Section 15. DIRECTOR OF OUTDOOR PROGRAMMING

The Director of Outdoor Programming shall work with the Program Administrator and as required, other Directors, to suggest, organize and lead summer outdoor events and special programs during the summer months. These may include programs and events in the outdoor multi-use facility as determined feasible by the Executive Committee.

Section 16. DIRECTOR OF THE AFTER-SCHOOL PROGRAM

The Director of the After-School Program shall work with the Program Administrator, and as required, other Directors, to support and advise on decisions related to the direction and operation of the After-School Program. The Director shall establish sub-committees as required to assist with these support and advisory functions and shall meet with the Program Administrator at least once a month to discuss issues that may have been brought up by parents in the Program, other Board members, or staff.

Section 17. DIRECTOR OF THE DANCE PROGRAM

The Director of Dance Programs shall work with the Program Administrator, and as required, other Directors, to support and advise on decisions related to the direction and operation of the Dance Program. The Director shall establish sub-committees as required to assist with these support and advisory functions and shall meet with the Program Administrator at least once a month to discuss issues that may have been brought up by parents in the Program, other Board members, or staff.

Section 18. MEMBERS-AT-LARGE

The duties of Members-at-Large are to participate in Executive Meetings and, whenever possible, to participate in the planning and execution of events and activities put on by the Association, providing assistance to the Director of Special Events, the Director of Outdoor Programming, the President, or others as required.

Section 19. REPORTING RESPONSIBILITIES

Each Director shall report, from time to time as necessary, to the Executive Committee on all matters pertaining to his or her responsibilities and the work of his or her Committee, if any, and shall, if requested by the Executive Committee, submit a written report at the Annual General Meeting on his or her activities and the activities of his or her Committee, if any, since the previous Annual General Meeting.

OTHER

Section 20: PROGRAM ADMINISTRATOR

The Association may employ, or contract with, a person to act as coordinator to plan and direct all programs run by the Association. The responsibilities shall include recruiting contractors and staff, establishing and approving contracting costs, approving all refund requests, approving all financial assistance requests, regularly corresponding with instructors, approving all purchasing done on behalf of, and for programs, coordinating all program activities including liaising with City of Ottawa personnel,

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establishing new programs and modifying existing ones to meet community needs, coordinating activities associated with registration, preparing the program flyer each session, allocating program room and arranging for reservation of space with the City, replying and responding to all inquiries, concerns, suggestions etc. in respect to programs. The specific duties of the position shall be contained in a job description document that shall be the basis of employment, or of a contract. The incumbent is expected to attend monthly Executive Committee meetings and shall make a report on the status of programs at those meetings. The salary or contract amount shall be determined by the Finance Committee and approved by the Executive Committee.

ARTICLE 9 - AFFILIATED ORGANIZATIONS

This Article has been deleted.

ARTICLE 10 – COMMITTEES

Section 1:

Each Director may organize a Committee which shall assist that Director in the performance of his or her duties, and that Committee shall be considered a Standing Committee of the Association under the chairmanship of that Director.

Section 2:

The Executive Committee may from time to time establish any Special Committee it deems necessary and name the Chairman of that Committee.

Section 3:

The Executive Committee shall be authorized to name any Member of the Association to sit on any Standing or Special Committee of the Association, and the President shall be authorized to name any Member of the Executive Committee to sit on any such Committee.

Section 4:

In addition to any Standing Committee established under Section 1 above, the Executive Committee shall appoint a Finance Committee as a Standing Committee composed of the Director of Finance as chairperson and at least 2 other voting members of the Executive Committee excluding the Treasurer, which Committee shall be responsible for studying any matter pertaining to the collection and disbursal of monies and for making recommendations to the Executive Committee on such matters, and shall establish an annual budget for approval by the Executive Committee and presentation at the Annual General Meeting. The Treasurer shall be a non-voting member of this Committee.

Section 5:

In addition to the standing committees established under Section 1 above, the Executive Committee shall appoint a Scholarship Committee composed of the Director of Scholarships and at least two other voting members of the Executive Committee which shall be responsible for administering all aspects of the CCA scholarships program, as elaborated under Article 8, Director of Scholarships.

Section 6:

At least eight weeks before each Annual General Meeting, the Executive Committee shall appoint a Nominating Committee composed of the Director of Nominations and at least two other Members of the Association. The Nominating Committee shall be responsible for preparing a list of all Members of the Association willing to be candidates for the various elected positions on the Executive Committee. This list shall be presented at the Annual General Meeting.

Section 7:

Each Standing or Special Committee requiring funds shall, as soon as possible after the Committee is established, submit a budget to the Finance Committee.

Section 8:

Should any Director position be unfilled, or any committee required by this constitution be unappointed, the Executive Committee, acting in a regularly scheduled meeting, shall fulfill the duties of that director or committee.

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ARTICLE 11 - FUNDS

Section 1: The Executive Committee shall be authorized to designate a financial institution or financial institutions in which Association funds are to be deposited or invested, and no Association funds are to be deposited or invested in an institution or in a manner not authorized by the Executive Committee.

Section 2: All funds collected on behalf of the Association or derived from any activity carried out in the name of the Association shall be turned over promptly to the Treasurer who shall deposit or invest those funds in accordance with the instructions of the Executive Committee under Section 1.

Section 3: Notwithstanding Section 2 above, the Executive Committee may authorize Committees or organized groups of Members of the Association to collect or hold funds for their own purposes and activities. Each such Committee or organized group shall, when the purpose or activity for which those funds were collected or held has been fulfilled or completed, file a financial statement with the Treasurer showing details of receipts and disbursements, and any funds remaining at that time shall be turned over to the Treasurer unless the Executive Committee directs otherwise. The Executive Committee, or the Finance Committee at the request of the Executive Committee, shall from time to time establish rules and conditions governing the allocation of funds to Committees and organized groups of Members of the Association.

Section 4: The Executive Committee shall be authorized to give grants to any group or organization whose members are not required to be Members of the Association.

Section 5: The Executive Committee shall be authorized to give loans to any group or organization, and the indebtedness of that group or organization shall not be forgiven except at a General Meeting of the Association.

ARTICLE 12 - INVOLVEMENT BY MEMBERS OF THE CCA EXECUTIVE

Section 1: The Canterbury Community Association as an organization shall not endorse any candidate running for political office.

Section 2: Any member of the Executive who chooses to run for political office shall take a temporary leave of absence from the Executive for the two-month period prior to Election Day.

Section 3: Members of the Executive Committee who choose to actively campaign for a political candidate in "Alta Vista " Ward or in a riding that encompasses Alta Vista Ward, shall take a temporary leave of absence from the Executive for the two-month period prior to Election Day.

Section 4: An Executive member, who wishes to support a political candidate, should inform and seek the advice of the CCA Executive re the need for a leave of absence, and abide by the results.

ARTICLE 13 - CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by a majority of those Members present and voting at a General Meeting, provided that each proposed amendment shall have been presented to the Executive Committee for consideration at least one month prior to the meeting.

ARTICLE 14 - BY-LAW AMENDMENTS

The By-Laws of the Association may be amended by a majority of those present and voting at a General Meeting.

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