

1966

QUEENSWOOD HOMEOWNER'S ASSOCIATION

Cumberland, Ontario

CONSTITUTION

I NAME

The organization herein described shall be known as the Queenswood Homeowner's Association.

II AIMS AND OBJECTIVES

(A) To promote, advance and protect the interests of the Queenswood area.

(B) To support peace, order and good government in the community.

(C) To organize community activities for the purpose of promoting good citizenship and fellowship.

III MEMBERSHIP

(A) Membership shall be open to all ratepayers and tenants in the Queenswood area.

(B) Membership shall become effective upon payment of membership fees.

(C) Membership shall remain valid for the current calendar year plus one month's grace.

IV MEMBERSHIP FEES

(A) The annual membership fees are to be fixed at a general meeting of the association for each year, having regard to the recommendations of the Executive Committee. The Executive Committee can assess members an extra fee if the need arises.

(B) For membership fee purposes, husband and wife shall be considered to be one member.

V VOTING

(A) A husband and wife, having paid a single membership fee, shall have one vote each.

(B) The attendance at any General Meeting duly called by written announcement shall constitute a quorum.

(C) A majority shall govern.

(D) Any member failing to pay membership fees or fees levied in accordance with Article IV (A) shall lose his vote until said fees are paid.

VI EXECUTIVE COMMITTEE

(A) The affairs of the association shall be administered by an Executive Committee of eight (8) members elected at an annual meeting of the association for a term of one calendar year and one month.

(B) The members of the Executive Committee shall elect from their members:

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer

(C) The immediate past-president may be invited to become a member ex-officio of the Executive Committee.

(D) The President or, in his absence, the Vice-President, and four other members of the Committee, shall constitute a quorum at a meeting of the Committee.

(E) Should a vacancy occur on the Committee a member of the association may be appointed by the Committee to fill the vacancy, and any such appointment shall be brought to the attention of the association members at the next general meeting.

(F) Should any member of the Executive fail to attend three consecutive Executive meetings without due cause his position may be declared vacant by the Executive.

(G) Sub-committees, as required, may be appointed by the Executive to assist in administering the affairs of the association and such sub-committees shall be chaired by an appointed member of the Executive.

A sub-committee:

(1) May request an appropriation of funds from the Executive Committee.

(2) May authorize expenditures from such an appropriation within limits as set out by the Executive Committee.

(3) Shall submit accounts for expenditures so authorized to the Executive Committee for payment. The Executive Committee shall satisfy themselves that accounts rendered have been properly authorized and are within the appropriation.

(H) The members of the association may, by a majority vote at a general meeting, authorize an honorarium to, the President, the Vice-President, the Secretary, or the Treasurer. Until an honorarium is so authorized the Executive Committee shall serve without remuneration.

VII NOMINATING COMMITTEE

(A) A nominating committee, composed of the immediate past-president, acting as chairman, and the serving President with one other member of the Executive Committee, shall meet not later than one (1) month preceding the annual general meeting of the association, to consider nominees for election to the Executive Committee for the ensuing year.

(B) The results of their deliberations are to be given to the Secretary for inclusion in the notice to members of the date of the annual meeting of the association. Further nominations by association members present at the annual meeting shall not be precluded by the publication of the recommendations of the nominating committee.

VIII MEETINGS

(A) An annual general meeting shall be held as soon as possible after January first.

(B) The dates of general meetings will be left to the discretion of the Executive Committee.

(C) Due written notice will be given to all members of the association in advance of all meetings.

(D) The President or, in his absence, the Vice-President shall preside at the meetings of the association.

(E) Parliamentary procedure, as far as practicable, is to be followed at all meetings.

(F) The agenda of the annual meeting shall be as follows:-

- (1) Minutes of the last previous annual meeting and the minutes of the most recent general meeting.
- (2) Financial reports - ie: Treasurer's report and the Auditor's report.
- (3) Report of the Executive.
- (4) Election of Officers.
- (5) Other business.
- (6) Inauguration of the new Executive.

(G) (A), (B), (F) notwithstanding a general meeting may be called by any six (6) members of the association provided one (1) of these six (6) is a member of the Executive Committee.

IX REPORTS OF ACTIVITIES

At each general meeting the Executive Committee shall report on their activities to the members of the association, and shall submit a written report summerizing the year's activities at the annual general meeting.

X FUNDS

(A) The Treasurer shall deposit and keep all monies received by him on behalf of the association in an account maintained in the name of the association, at a chartered bank.

(B) The Treasurer shall be responsible for recording all financial transactions in the books of account of the association and for the preparation of a financial statement for audit. The financial statement is to be submitted to the Executive Committee for consideration and subsequent presentation at the annual meeting of the association.

XI FINANCIAL DISBURSEMENT

(A) A quorum vote of the Executive Committee shall be required on all disbursements.

(B) Payment of all Expenditures shall be made by cheque. All cheques must be signed by the Treasurer and countersigned by the President or, in his absence, the Vice-President.

XII AUDIT OF ACCOUNTS

Two auditors are to be appointed by the Executive to conduct an audit of the books of account of the association for the current year. The auditor's certified statement concerning the audit shall be presented at the annual general meeting.

XIII REVISION ARTICLES X AND XI

Articles X and XI of this constitution shall be brought to the attention of a general meeting, with a view to amendment of said articles, should the funds in the association bank account reach a total of Five Thousand Dollars (\$5,000.00).

XIV AMMENDMENTS TO THE CONSTITUTION

Notice of all proposed ammendments to the constitution of this association shall be given in writing to the secretary. The secretary shall notify all members of the association in writing of said proposed ammendments prior to an annual meeting or a general meeting. A majority vote of members present at the meeting shall be required in order to enact the ammendment. No verban ammendment will be accepted at any meeting.