

## **A Draft Constitution**

(as adopted Jan 24 2006)

1. The name of the association shall be: Active 18 Association
2. Boundaries:  
The area served by Active 18 is Ward 18.
3. Purpose:
  - a. To be non-partisan and inclusive;
  - b. To be a forum focused on planning and development issues and an opportunity for residents to be involved with preserving and improving the area as a liveable and lively neighbourhood;
  - c. To be a credible, powerful and representative voice for the area, neighbourhood, and community.
4. Membership:
  - a. Anyone who subscribes to the purposes of the organization may be a member;
  - b. A member is any person or business owner who has paid the annual membership fee, who is over the age of sixteen (16) years, and who does not hold a political office.
  - c. A member shall have the right to vote and to elect the members of the Steering Committee at the annual General Meetings of Active 18.
  - d. The Steering Committee may deny membership status to any person as deemed appropriate by a majority vote of the Steering Committee. Any decision of the Steering Committee on denial can be appealed to the general membership.
5. Membership Dues:  
Nominal membership dues shall be determined from time to time by the Steering Committee and approved by a vote of the Active 18 membership. Annual membership will run twelve (12) months from date of the AGM as prescribed by the Steering Committee.
6. Meetings:
  - a. General Meetings shall be held at least quarterly. A quorum shall consist of at least twelve (12) members. Meetings are adjudicated by "Robert's Rules of Order."
  - b. The Annual General Meeting will take place in November. The Steering Committee shall give written notice of the time, date, and purpose of this meeting at least thirty (30) days in advance.
7. Elections, Nominations and Voting:
  - a. Elections to the Steering Committee shall be held in November of each year at the Annual General Meeting.

- b. Voting shall be by a secret ballot unless a majority of the members indicate that a show of hands is acceptable.
- c. All members of Active 18 shall be notified in writing at least thirty (30) days before the election date.
- d. Members of sixty days standing shall be eligible to vote.

8. Steering Committee - Membership

- a. The Steering Committee shall consist of 12 persons elected at the Annual General Meeting. A quorum for Steering Committee meetings is seven.
- b. In the event of vacancies between Annual General Meetings, the Steering Committee itself shall appoint a member to a member of the Steering Committee until the next AGM.
- c. If a Steering Committee member misses three meetings in a row the Steering Committee shall appoint another member to fill that position unless the individual in question makes acceptable explanation.
- d. If the Spokesperson(s) for the organization, or a committee chair, are not elected as members of the Steering Committee in the elections they shall be *ex officio* members of the Steering Committee (non-voting)
- e. On the written request of 20% of the members of sixty days standing to the Secretary of the Steering Committee seeking the recall of some or all of the members of Steering Committee, the Steering Committee shall call a General Meeting for that purpose within 30 days. Any member of sixty days standing has the right to vote at that meeting. If the recall motion is passed by 50% of the voting members at that meeting, the meeting shall promptly have an election to fill any vacancies thus created.
- f. The Steering Committee shall appoint a Chair, a Secretary and a Treasurer from among its members and such other officers as it sees fit.
- g. Resignations from the Steering Committee must be submitted in writing.
- h. All members of sixty days standing are eligible to stand for the Executive Committee and can be nominated before or during the Annual General Meeting.
- i. No member of the Steering Committee shall seek political office within one year of his/her Executive commitment to Active 18.

9. Duties of the Steering Committee:

- a. The Chair of the Steering Committee shall chair all General Meetings of Active 18 and all meetings of the Steering Committee, and cast a deciding vote in the event of a tie. At any meeting the meeting itself may decide that any other person may act as Chair with the power to cast the deciding vote.
- b. The Secretary shall record all proceedings, receive and conduct correspondence as needed, prepare, and (after confirmation of the President) sign and ultimately present them to the membership. The Secretary shall also keep a confidential record of the names and addresses of all members and be responsible for the collection of annual fees (unless this matter is delegated to a Member-at-Large).

- c. The Treasurer shall receive all monies, issue and sign cheques for payment of authorized expenditures, report on the state of the finances and submit books and vouchers for audit on request.
- d. The Steering Committee has the general responsibility to coordinate the affairs of the organization, including, but not restricted to, coordinating the presentation of the positions of the organization to the public to insure consistency. Between General meetings the Steering Committee has the right to make all decisions necessary for the organization. It shall attempt to do in accordance with what it perceives would be the wishes of the members. All committee activities are subordinate to the Steering Committee.
- e. The Steering Committee shall appoint such Spokesperson(s) for the organization as it deems appropriate for the issues of current attention, the perceived wishes of the members, and the available resources of the organization. No one other than the designated Spokesperson(s) should purport to speak for the organization. The Spokesperson in all efforts should reflect the public position of the members. The Steering Committee has the right to remove the Spokesperson if it is of the opinion that that person is not reflecting the position of the organization.
- f. Where deviation from the formal position of the organization is called for and a formal meeting to approve same is not practical to discuss and approve that, the Steering Committee shall meet and make that decision based on its view of what the membership would want.

10. Changes to the Constitution:

The Constitution may be altered or amended at any Annual General meeting of Active 18:

- a. By notice of motion in writing to the Steering Committee by any five members;
- b. The Steering Committee shall inform the members and put the amendments before the members at a meeting not sooner than one month from receiving notice and not later than three months;
- c. A majority vote of the members present at such meeting is required to adopt any such changes.

Date Adopted:

Date Amended: