



Beacon Hill Community  
Association

Constitution

Date: 2018-10-16

# **BEACON HILL COMMUNITY ASSOCIATION CONSTITUTION**

This Constitution, dated 2018-10-16, supersedes all previous constitutions and amendments therein.

## **Article 1 - 1. Name**

- 1.1 The Name of the Association shall be the Beacon Hill Community Association also referred to as BHCA.

## **Article 2 - 2. Spirit**

- 2.1 No Article nor Amendment of this Constitution can, nor will, be used to impede the smooth and successful operation of the Beacon Hill Community Association described herein. The Constitution is meant to serve as guidelines for the successful operation of the Association. Common sense and the Association's stated Objectives must prevail whenever an Article or Amendment is cited.

## **Article 3 - 3. Definitions**

- 3.1 Association means the Beacon Hill Community Association.
- 3.2 Association year means that period of twelve months commencing 1 January and ending 31 December of the calendar year.
- 3.3 Beacon Hill means that area for which the Association is constituted, as described in Article 4 below.
- 3.4 Core Executive means the minimum required officers to keep the Association in existence, which are President, a Vice-President (or Secretary if there is no one in the Vice-President Roles), and Treasurer.
- 3.5 General Executive means the officers of the Association, and chairs of committees of the Association, acting together.
- 3.6 Member means an adult resident of the Beacon Hill area who is registered as a member in good standing of the Association.

- 3.7 Officer means any of the positions of the Executive, being the officers and committee chairs of the Association.

## **Article 4 - 4. Boundaries**

- 4.1 The area for which the Association is constituted shall be that part of the City of Ottawa bounded:

4.1.1 on the South: from Highway 174;

4.1.2 on the East: from the Sir-George-Étienne-Cartier Parkway;

4.1.3 on the North: from the Ottawa River;

4.1.4 on the West, North of Montreal Road: up to, but not including, Rothwell Drive, DeLong Street, and Kaymar Street;

4.1.5 on the West, South of, and including, Montreal Road: Blair Road.

- 4.2 See the Appendix A – Map for a visual description of the boundaries

## **Article 5 - 5. Objectives**

- 5.1 The objectives of the Association are:

5.1.1 to develop and foster community spirit, and to encourage an active interest in the civic and social welfare of the community;

5.1.2 to carry out and sponsor community Programs of Recreation and/or Fitness and/or Health;

5.1.3 to foster, encourage, and improve all organized amateur sports, leisure activities, and the arts in the Beacon Hill Community;

5.1.4 to promote, encourage, and assist in the educational and charitable endeavours of the community;

5.1.5 to provide a forum for the full and free discussion of all matters of public and community interest;

5.1.6 to represent the interests of the Beacon Hill area on subjects that affect it, before all levels of government, agencies, boards and committees and in such circumstances as are deemed necessary;

5.1.7 to operate as a non-profit organization.

## **Article 6 - 6. Membership**

6.1 Membership in the Association is open to all adult residents of the Beacon Hill area upon payment of the annual membership fee, which is set by the Executive of the Association. Household Membership fee payment shall entitle all members of the family to enjoy the benefits of membership in the Association for one calendar year. Household Membership fees shall entitle a maximum of two registered adult members per family to be members in good standing.

6.2 Additional memberships may be obtained for other adult members of a family upon payment of an additional fee set at 50% of the annual fee as noted in 6.1. Upon such payment, an additional adult family member shall become a registered member of the Association in the same manner.

6.3 A person may become an honorary member after recommendation by the Executive and election by simple majority vote at a General Meeting. Honorary members shall be entitled to all the rights and privileges of membership and shall not be liable for the payment of membership fees.

6.4 The resignation of any member or honorary member shall become effective upon written notice being received by the President or Secretary of the Association.

6.5 All adult members in good standing of the Association have full voting rights at General Meetings of the Association.

6.6 Membership may be revoked at any time by a two-thirds majority vote of the General Executive for reasons of misconduct, illegal activities, or the pursuant of issues or activities contrary to the Objectives of the Association.

## **Article 7 - 7. Core Executive and General Executive**

7.1 The Core Executive of the Association shall consist of a minimum of the following officers: President, Secretary or a Vice-President, and Treasurer.

- 7.2 The General Executive of the Association shall consist of the following officers: President, Vice-President (or Secretary if there is no one in one of the Vice-President Roles), and Treasurer. Other officers may include: First and Second Vice-Presidents, an Event Coordinator, a Membership Coordinator, Communications Officer, as well as Committee Chairs.
- 7.3 The Core Executive shall be responsible for the administration of the affairs of the Association, which will include, but not be restricted to, the following:
  - 7.3.1 It shall authorize those expenditures that further the objectives of the Association;
  - 7.3.2 It shall ensure that the books and accounts are audited regularly, or as often as it deems necessary;
  - 7.3.3 It shall designate, on the recommendation of the Treasurer, a bank or banks, or similar financial institution offering banking services, for the deposit and administration of Association funds;
  - 7.3.4 It shall receive committee reports and recommendations, and shall submit to the members at General Meetings recommendations which it has approved that affect the administration, activities, and policies of the Association;
  - 7.3.5 It shall determine the time and place of the regular Association General Meetings, and shall have the authority to call any special meetings it considers necessary.
- 7.4 Quorum for Core Executive meetings shall be made up of greater than 50% of the total number of members on the Core Executive.
- 7.5 The General Executive shall be responsible for the administration of the affairs of the Association, which will include, but not be restricted to, the following:
  - 7.5.1 It shall receive committee reports and recommendations, and shall submit to the members at General Meetings recommendations which it has approved that affect the administration, activities, and policies of the Association;
  - 7.5.2 It shall determine the time and place of the regular Association General Meetings, and shall have the authority to call any special meetings it considers necessary.

- 7.6 The General Executive has the authority to overrule or modify the action of any officer or committee chair of the Association, and may require them to submit any reports of their activities, as the General Executive committee may deem necessary to ensure that the best interests of the Association are being met.
- 7.7 The General Executive shall hold regular meetings on a monthly basis, or at times called by the President. Notice of the time, date and location of the General Executive for meetings shall be sufficiently given if communicated by telephone, email, or in writing at least 72 hours before the meeting, and on shorter notice by agreement of the majority of members on the General Executive.
- 7.8 A majority vote of the members of the General Executive present and voting at any meeting shall govern any item of business.
- 7.9 If, for any reason, the office of the President shall become vacant, Vice President(s) (in order of seniority if contested), then other current members of the Executive shall advance to the office, as determined by the Executive.
- 7.10 Quorum for General Executive meetings shall be made up of greater than 50% of the total number of members on the General Executive.
- 7.11 No member or Officer of the Executive may act as an agent of the Association without consultation and/or direction being provided by the Core Executive on matters of finance.
- 7.12 Upon their third unattended (missed) meeting, an Executive will lose their position on the Board and that role shall be deemed vacant. The Executive losing their role shall no longer be eligible to hold their role on the board until the next Annual General Meeting.
- 7.13 The Core Executive may appoint an Association member to either Executive should a vacancy occur during the term of office. The appointment shall terminate at the next election of the General Executive or at an earlier expiration date set by the General Executive.

## **Article 8 - 8. Duties of the Executives and the Role of Committees**

- 8.1 The duties of the officers of the Association are as follows:

- 8.1.1 The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings and shall act as chair of the Executive committees. The President shall call for regular monthly General Executive meetings, as well as special Core Executive meetings and any other general meetings she/he deems necessary. She/he shall act as an ex-officio member of all committees, and shall ensure that committees function efficiently and co-operate with Committee Chairs to that end. The President may call for regular written reports. She/he will provide for regular elections, held in accordance with the Association's constitution;
- 8.1.2 Vice-President(s) shall substitute for and succeed the President in case of absence, incapacity, or vacancy, and the person substituting or succeeding shall perform the duties of the President and is vested with the same authority as the President. Vice-President(s) shall, under the direction of the President, oversee the function of such committees as the President may designate. The Executive may wish to designate offices for First and Second Vice-Presidents, as the need and desirability of such offices may arise. The Association will vote at a General Meeting on whether they want to fill any one or both of these positions;
- 8.1.3 The Secretary records and circulates the minutes of all Executive and General meetings, maintains and updates the necessary paper files of the Association, and carries out such correspondence as is deemed necessary either by the President or the Executive committees. The Secretary shall chair meetings in the absence of the President and Vice-President(s);
- 8.1.4 The Treasurer receives all monies from membership fees, and from committees, and deposits these into the Association's account in a Canadian chartered bank, and shall payout monies only on the authority of the Executives. The Treasurer prepares and submits regular financial reports to the Executives, and reports annually to a General Meeting of the Association and shall make available the books of the Association in good order at the request of the Executives.
- 8.1.5 Up to two (2) Member-at-Large roles may be filled as desired by the Association General Executive. The role and duties of the Member-at-Large is similar to the role of Past President, in that, it is to assist in knowledge transfer, and to help keep the Association General Executive operating with longer term plans, goals, and its culture. The role of Member-at-Large can only be filled by a

previous Association General Executive who is also a member in good standing.

- 8.1.6 The role of Past President facilitates the knowledge transfer between the current and past presidents, as well as between Association years. The role of Past President will be carried out by the most recent ex-president, if they so desire. If they don't wish, or are unable, to hold the position, the next most recent ex-president will then fill the role, if they so desire, or the next, in order. The role of Past President is a voting member of the General Executive.
- 8.2 Signing authority for the Association's financial transactions shall include two (2) signatures out of three (3) signing Executive officers. Signing officers will include the Treasurer, the President, and one other member of the Core Executive.
- 8.3 The Association may choose to designate Standing Committees that will organize and carry out the regular and necessary activities of the Association. Each Standing Committee will have a Chair, and as many members as are deemed necessary by the Chair and the General Executive in consultation with one another. Standing Committees may include, but are not restricted to, the following:
  - 8.3.1 Civic Affairs
  - 8.3.2 Education
  - 8.3.3 Membership
  - 8.3.4 Publicity/Communications
  - 8.3.5 Special Events/Program
  - 8.3.6 Youth Activities
  - 8.3.7 Senior Activities
  - 8.3.8 Sponsorship/Local Business
- 8.4 Each Standing Committee, through its committee Chair, shall provide regular reports on its activities to the Association General Executive.
- 8.5 From time to time, the Association may see the need for special ad hoc committees to deal with particular issues as they arise. At such times, the Core Executive would set out the terms of reference and reporting



mechanisms for the ad hoc committee, appoint a Chair and committee members, and determine the length of time that the particular committee will function.

## **Article 9 - 9. Functions of Standing Committees**

9.1 Standing committees include, but are not limited to:

- 9.1.1 Civic Affairs - This committee would represent the Beacon Hill community before all levels or any agent of government, agencies, boards and committees in those matters involving inter-community activities or those that affect the general well-being of the area, but do not fall within the terms of reference of any other standing committees of the Association.
- 9.1.2 Education - This committee acts as a liaison between the community and the different school boards, school councils, and schools, reporting on particular items of concern and interest as they relate to education or the schools within the community.
- 9.1.3 Membership - The members of this committee canvass annually residents of the Beacon Hill community to solicit membership in the Association.
- 9.1.4 Publicity/Communications - This committee would set policy and mechanisms for, and ensure distribution of, Association publicity and newsletters, as may be required in the operation of any of the committees or of the Association.
- 9.1.5 Special Events/Program - This committee may organize and coordinate special events on behalf of the Association, or at the request of the Executive. The committee would be responsible for all aspects of events and programs.
- 9.1.6 Youth Activities - This committee would coordinate activities of need or interest to the youth of Beacon Hill, and assist other youth groups, such as the Boy Scouts or Girl Guides, as deemed necessary by the General Executive or the Association.
- 9.1.7 Senior Activities - This committee would coordinate activities of need or interest to seniors of Beacon Hill, as deemed necessary by the General Executive or the Association.
- 9.1.8 Sponsorship/Local Business - This committee will assist the association executive in raising necessary funds to operate organization programs, newsletters and special events. This committee will also coordinate relationships between the Association and local businesses.

## **Article 10 - 10. Other Matters Relating to the Officers and Chairpersons of Committees**

- 10.1 No individuals shall be eligible to hold office as an officer or chair of a committee, or be appointed to serve in any capacity on any Executive or in a committee, unless they are members of the Association in good standing.
- 10.2 No officer or chair of a committee of this Association shall receive any compensation for duties performed on behalf of the Association. Reimbursement for any reasonable expenses incurred in the performance of Association duties may be assigned at the discretion of the Core Executive.
- 10.3 The resignation of any officer or committee chair shall become effective upon written notice being received either by the President or the Secretary of the Association.
- 10.4 All officers and committee chairs shall assume office immediately following election at the Annual General Meeting, and shall remain in office until the next Annual General Meeting, or until successors are elected or qualified.
- 10.5 The Core Executive shall appoint a member to fill the unexpired term of any vacant position, with such appointment subject to ratification at the next following General Meeting. The appointed member shall carry out the duties of that office until ratification occurs.

## **Article 11 - 11. Meetings**

- 11.1 The Association shall hold General Meetings at times and places to be determined by the General Executive.
- 11.2 Special General Meetings may be called if the Executive decides they are necessary.
- 11.3 The President shall call meetings of the Core Executive committee within fifteen (15) days of receiving the written request for such a meeting from any member of the Core Executive.
- 11.4 The President shall call meetings of the General Executive committee within fifteen (15) days of receiving the written request for such a meeting from any member of the Executive.

- 11.5 There shall be an Annual General Meeting for the purposes of electing members of the Executive each year. Annual General Meetings may be delayed, no more than six (6) months, by decision of the Core Executive.
- 11.6 A Budget Meeting for the purpose of presenting the Association's budget will be held concurrently with the Annual General Meeting.
- 11.7 At the written request of at least twenty-five (25) members in good standing, the President shall call a General Meeting of the Association to be held within thirty (30) days of receipt of the request.
- 11.8 Notice of all General Meetings, including the agendas for these meetings, shall be made available to members of the Association at least one week (7 days) prior to the date of the meeting.
- 11.9 Notice of the date, location and time of the Annual General Meetings and General Meetings shall be provided in writing to members in good standing not less than ten (10) days prior to the Annual General Meeting or General Meeting and may be given by electronic transmission, letter, or flyer or any combination thereof. In addition to the above, the time, date and location of the Annual General Meeting must also be advertised in a public forum generally accessible to members and the appearance of a posting on the Association's web site, of the posting of such information, shall be deemed to satisfy this requirement. No error or omission of giving notice of any meetings, including Annual General Meeting or General Meetings, shall invalidate such a meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
- 11.10 Only members in good standing shall be entitled to vote on any matter coming before a meeting of the Association.
- 11.11 Where written notice of intent to present a motion, not including constitutional amendments, has been given 30 days in advance, a simple majority vote at a General Meeting will suffice. When prior notice has not been given, any motion that is consistent with the objectives of the Association as defined in the Constitution can be introduced from the floor and passed at a General Meeting, if 75% of the members present agree to the motion.
- 11.12 Questions arising at any meeting of the Executive, Annual Meeting or any General Meeting, shall be decided by a majority of votes. In the case of an equality of votes, the chairperson may cast the deciding vote. A declaration by the chairperson that a resolution has been carried and an entry to that

effect in the minutes shall be proof of the fact without proof of the number or the proportion of the votes recorded in favour of or against such resolution.

11.13 The President or person chairing a meeting may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

11.14 In the event that quorum is not reached at a meeting of either the Core Executive or the General Executive, an electronic communication will be circulated, prior to the next meeting, to the non-attendees to receive their vote on the outstanding Action Item, with the exception of the adoption of the previous meeting's minutes, which will be voted upon solely by those in attendance. Telephone, video or other real-time communication attendance is an acceptable form of attendance to Core or General Executive meetings, but not for General Meetings of the membership.

## **Article 12 - 12. Elections**

12.1 The full Executive committee shall be elected at an Annual General Meeting held in October of each year, unless delayed, no more than six (6) months by decision of the Core Executive.

12.2 The date, time, and location of the Annual General Meeting shall be announced at least 10 days prior to the actual meeting.

12.3 When an election is required for any of the offices of either Executive, under the provisions of this Constitution, the President may appoint a member of the Association as Returning Officer for the purposes of conducting the election. The Returning Officer may, in turn, appoint people to assist in carrying out his/her duties.

12.4 An election for any of the offices on either Executive may be by secret ballot, the form of which shall be at the discretion of the Returning Officer.

12.5 The following rules shall apply in determining the voting results of any election for an office on either Executive:

12.5.1 where there is only one candidate for a position, that candidate shall be declared acclaimed, prior to voting;

12.5.2 where there are two or more candidates, the candidate receiving the largest number of votes shall be elected;

- 12.5.3 where an equal number of votes are received by each of the candidates, the Association may choose to hold another vote as soon as practicable.
- 12.6 The Association, by simple majority vote, may also approve a decision by the drawing of straws or the raising of hands.
- 12.7 When an election cannot be held pursuant to these provisions, the Core Executive shall appoint a time and location with due dispatch.
- 12.8 The Core Executive shall enact such rules as it deems necessary for the fair and proper conduct of an election, insofar as such rules do not conflict with the requirements and the intent behind the election process described in these Articles.
- 12.9 Application for officer positions on the BHCA must be received by the association (15) days prior to the date of the AGM. In the event there is more than one application for an officer position a subcommittee should be formed to review the applications.
- 12.10 Vacant positions can be filled at the AGM by nomination from the floor.
- 12.11 With the written assignment from a member in good standing, that member's vote may be performed by an assigned proxy, if that proxy is also a member in good standing. The written assignment must have the member's name, address, date, signature, and the proxy/assignee's name. All details may be verified, if needed, and the date must be within the 30 days of the Annual General Meeting.

## **Article 13 - 13. Expenditures**

- 13.1 Expenditures over and above the annual budget level approved by the Association may be approved by the Core Executive.
- 13.2 An annual budget shall be prepared by the Treasurer and the Executive, and shall be presented to the Beacon Hill Community Association for its approval at a General Meeting each year. The budget shall set forth the proposed revenues and expenditures for the period from 1 January to 31 December of that year.
- 13.3 Notice of the General Meeting where the budget will be reviewed shall be given at least ten (10) days prior to the meeting. The notice may include a

report of the activities and expenditures of funds for the previous year, as well as an annual budget as described in Article 11.2.

- 13.4 In the event that the Beacon Hill Community Association becomes dormant, any outstanding funds shall be held in a local branch of the currently used banking establishment.
- 13.5 In the event that the Beacon Hill Community Association ceases to operate, any outstanding funds shall be distributed to local community non-profit groups.

## **Article 14 - 14. By-Laws**

- 14.1 Either Executive shall make such by-laws as it regards necessary for the administration of the Association in accordance with the Objectives of the Association as set out in Article 5 of this Constitution. All by-laws introduced by either Executive are subject to ratification by a majority of Association members present at the Annual General Meeting, or at a General Executive Meeting called following the passing of the by-law by the Executive.
- 14.2 The Executive may from time to time amend and repeal any of the by-laws of the Association, subject to ratification by the Association at a General Executive Meeting as set out in Article 14.1 above.
- 14.3 The members of the Association may, at any General Meeting, make by-laws concerning the administration, objectives, and policies of the Association. Such by-laws shall be ratified or rejected by a majority vote of the members attending the General Meeting.

## **Article 15 - 15. Amendments and Reconsiderations**

- 15.1 This Constitution may be amended, at any General Executive Meeting of the Association, by a two-thirds vote of the members present, provided that the motion has been previously referred to the Executive.
- 15.2 No amendment shall be put to a vote, unless written notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is to be voted on.
- 15.3 Any vote on an issue or amendment to this Constitution, which has been defeated by a majority of the Association members present at a General

Meeting, may be brought forward again, following the rules of notice outlined in Article 15.2, only once more in an Association year.

## **Article 16 - 16. Candidates for Elected Office**

16.1 The Association shall not endorse, or otherwise support, any candidate for elected office, be they in municipal, provincial, federal, or other elections.

## **Article 17 - 17. Further Procedure for Meetings**

17.1 In the absence of formal procedures in this Constitution, the proceedings of the Association Executive meetings, and of general meetings, shall be conducted in accordance with Roberts' Rules of Order.

# Appendix A – Map

