

## **Strathcona Community Council Constitution**

Last amended: November 23, 2017 (2017 AGM)

The organization shall be known as the Strathcona Community Council

The Strathcona Community Council is a neighbourhood association for the Strathcona Neighbourhood of Hamilton, Ontario, Canada.

The organization shall serve within the neighbourhood boundaries of Main Street north to the Hamilton waterfront, and Queen Street west to the Highway 403.

For all terms marked \* please refer to the Terms of Reference

From here on in this document the Strathcona Community Council will be referred to as the Council.

### **Aims & Objectives:**

- 1) To promote cultural and political\* activity within the geographic area of the neighbourhood with the objective of encouraging participation by the greatest number of residents of the area and in all age groups.
- 2) To disseminate information relevant to the quality of living in the neighbourhood.
- 3) To encourage the concept of community within the neighbourhood.
- 4) To co-operate with existing groups interested in recreation and politics in the area so that a well co-ordinated program of activities will result.
- 5) To raise funds and gather resources for Council activities
- 6) The Council shall be Non-Denominational.
- 7) The Council shall be Non-Partisan.

### **Membership:**

- 1) All members must reside within the geographic boundaries.
- 2) All members must be the age of majority.
- 3) All members must present their residential address and contact information. Preferred contact information is an email address, but a phone number will be accepted.
- 4) As a member you can become an officer or an executive member.
- 5) Special membership can be extended to business owners, religious leaders, and organizational leaders if they are situated or regularly operate in the geographic boundaries of the neighbourhood.
- 6) Special members' participation is restricted to members of a committee (see Voting for other restrictions).
- 7) There shall be no charge for membership.
- 8) In the event that a member has been removed from a position (i.e. officer, executive member, and/or committee member) by vote of the executive membership then that said member shall not be permitted to hold any such position in the future.

### **Officers & Executive Members:**

- 1) Officers shall consist of a President, Vice-President, Secretary, Treasurer, Communications Officer.
- 2) The Executive\* shall consist of the Officers and Members-at-Large.
- 3) The Executive shall not exceed 11 members.
- 4) All officer positions may be re-elected but may not serve more than three consecutive terms\*. Excepting in the case when no one wants to run for the open position.
- 5) Only one member of a residential unit\* may hold office at the same time on the Executive. This does not include a Chair on any Committee.
- 6) Immediate family\* may only hold one executive position at a time, even if they live in different residential units within the Strathcona neighbourhood.
- 7) New executive members are always welcome according to the needs of the positions available.
- 8) In the event that an officer resigns leaving a post vacant, the executive will, first, seek a replacement from within the existing Executive membership. If a replacement can not be found within the Executive then, secondly, a request will be extended to the general membership.
  - a. If the post is not filled within a month of the second request then it will be filled on a rotating basis by the Executive members until the following AGM.
  - b. A vote will be taken by the executive to elect the member for the vacant position.

## Executive Structure & Responsibilities:

### Officers

**President** (elected): represent the Council by communicating with other political/non-political groups; liaise with the membership; chair the meetings; manage the SCC email account; create the agenda for all meetings; be a signatory on the Council bank account; and, provide an annual summation of Council activities at the Annual General Meeting

**Vice-President** (elected): stand in for the president when needed; represent the Council by communicating with other political/non-political groups; liaise with committee chairs

**Secretary** (elected): record the minutes\* of the meetings; manage the membership list; liaise with executive members on Council activity.

**Treasurer** (elected): record the financial transactions of the Council; advise and coordinate fundraising by the Council; be a signatory on the Council bank account; provide an annual report of all financial activity at the Annual General Meeting.

**Communications Officer** (appointed by Officers according to knowledge and skills): manage the social media accounts of the Council, including the website, Facebook account, and Twitter account; develop posters and flyers for printing and posting online; develop online event pages for Council activities. These tasks may be delegated to other executive members. Any division of responsibilities and tasks must be reported to the Executive.

### Executive Members

**Member-at-Large** (voluntary): discuss and vote on executive issues and motions; participate on committees; assist and participate in Council activities.

**Chair of Committee** (voluntary): lead committee activities; organize committee meetings; report to the Executive on committee activity. Note: non-executive members may serve as a chair of a committee. In this case then their participation on the Executive ends when they are

finished as chair of the committee. Note: Chairs of Committees are exempt to the rule limit of 11 members on the Executive.

### Meetings:

- 1) The Strathcona Community Council shall hold an Annual General Meeting of all members.
  - a. Elections of executive membership are to take place at this meeting
  - b. Reports of Officers and Committee Chairs shall be made at this meeting.
  - c. All members of the SCC shall be notified of the date and agenda in writing at least seven days prior to this meeting.
- 2) All SCC meetings will be administered according to Robert's Rules.
- 3) The chair of the meeting will have the discretion to permit all attendants of a meeting to speak multiple times on a motion.
- 4) The Executive shall meet monthly except during July and August. The months of July and August shall be optional.
- 5) Minutes will be taken at all meetings and made available online.

### Organization:

- 1) The Executive shall define and assign committees by motion.
- 2) The Executive shall require all committees to make regular reports on the progress of the activities conducted by them on the responsibilities assigned to them and shall require a proper accounting of all funds allocated to such committees.
- 3) Within the confines of its purpose a committee may organize its own pro-active activities in the name of the council.
- 4) Programs or projects of the Executive may not infringe on the areas under the control of any other committee without the consent of the President.
- 5) Representatives of the Council may be assigned to committees or organizations outside the Council by a voluntary process. If more than one member volunteers, the president will call a vote by executive members to decide who shall serve as representative.

### Finances:

- 1) Committees are not permitted to commit the Council to any expenditure without the prior approval of the Executive.
- 2) Fundraising will be conducted by the Council with the assistance of the Committee members.
- 3) All funds collected by a Committee must be turned over to the Council Treasurer.
- 4) All approved expenses incurred by Committees must be paid by the Council.

### Quorum:

- 1) The status of quorum is achieved when the Executive attendance is fifty percent plus one.
  - a. A motion can not be passed unless quorum is achieved.
  - b. Quorum can be achieved through online participation.

### Amendments:

- 1) Notice of any amendments to the Constitution must be in writing and given to the Executive one month prior to the annual meeting, and be passed by two thirds vote of those present at the meeting. The notice calling the annual meeting shall refer to any proposed amendments.

### By-Laws:

#### Calendar

- 1) The official year for the Community Council will be from November 1<sup>st</sup> to October 31<sup>st</sup>. The first meeting of the year will be in December or January.

#### Finances

- 1) The Council may accept donations for the use of the organization, providing said donations do not interfere with the aims and objectives of the Council.
- 2) The Council may make donations, providing said donations do not interfere with the aims and objectives of the Council.
- 3) The Council shall have three signing authorities (signatories) for financial transactions, with two signatures required for any financial transaction.

#### Executive Action

- 1) The Executive shall have the power to deal with any necessary business that may arise during the term\* between general meetings for all membership.
- 2) To partner with another organization for an event/action requires a motion presented and voted on by the Executive.
  - a. A partnership is permitted when the event/action is in accordance with the aims and objectives of the Council.
  - b. A partnership can consist of, but, is not limited to: the use of the Council logo and name, the use of the Council social media and membership newsletter for promotion, and, shared financial contributions and benefit.
- 3) Actions pertaining to political issues that affect the whole neighbourhood and/or extending beyond the boundaries of the neighbourhood must be first presented in writing to the whole membership seven days before action.
  - a. The presentation of the issue will include a polling of the membership that consists of a clear and concise question on what action to take.
  - b. Majority rules when a minimum percentage of members have responded to the pole.
  - c. The minimum percentage will be 25 percent: that is one quarter of the total membership at that time.
  - d. A response will be considered any answer to the question of the pole.
  - e. Actions can be deferred to later times, if possible, if a majority of responses request further information or a public forum.

### The Record of the Minutes:

- 1) The Secretary has the responsibility to record and keep the minutes for all executive meetings and the like, for the Council.
- 2) The role of recording minutes can be taken on by any member if the secretary is unavailable.
- 3) The minutes will be considered a draft and open for correction until they have been approved by the executive.
- 4) Once the minutes have been approved they are to be posted on the Council webpage for public viewing.
- 5) Method of Approval of Executive Meeting Minutes:
  - a. The minutes will be shared with meeting participants (executive members and invited guests) within a month after the meeting took place.
  - b. Corrections are to be offered by participants for the secretary to complete before the next executive meeting.
  - c. The minutes from the meeting will be voted on for approval at the following executive meeting. Voting on the minutes can only be done by those who were in attendance at the meeting in question. Only two members are needed to approve the minutes. One member to call for approval and one to serve as second on the motion.
  - d. In the case there are no members available to vote on the approval of the minutes then the action will be left to online participation through email.
  - e. Two weeks will be provided to the Executive after the first attempt to approve the minutes, whereby anyone who was in attendance at the meeting in question may call for approval via email and seek a second through the same method.
  - f. If at the end of two weeks, counted from the date of the meeting in which the vote was first sought, no one has completed the approval task then the minutes will be accepted for public posting.

### Voting

- 1) All executive members shall have one vote on an executive motion.
- 2) The president will withhold their vote unless a tie break is needed.
- 3) The president can step aside as chair of the meeting if they wish to vote on a motion.
- 4) All members of the SCC can call for a vote on an issue.
  - a. If a vote has been called for then the Executive will present a motion for the vote and vote on said motion.
  - b. The results of the Executive vote must be presented in writing to the whole membership.
  - c. The vote called for must be done before the next executive meeting or in a timely manner to address the issue.
- 5) All members of the SCC shall have one vote on all motions presented to the whole membership.
- 6) Special members do not have a vote. They shall be apprised of and involved in the activities of the Council and all votes.

## Elected Representatives and Public Employees

- 1) Elected representatives to the City Council, the Board of Education, the Ontario Legislature, the Federal Parliament may not hold office or be elected to the Executive of the Council.
- 2) All appointed officials or public employees of the Municipal, Provincial, or Federal level who are executive members are required to state any conflict of interest in their SCC responsibilities.
  - a. The executive members have the right to scrutinize any conflict of interest and make a decision on the future responsibilities of said members
- 3) All elected officials are welcome to attend all meetings as guests of the Executive.

## Terms of Reference

AGM:	The Annual General Meeting is the meeting that will be held once each year to elect officers and executive members and make changes to the constitution. The AGM is expected to occur in November.
Executive:	This is the body of members consisting of the officers and the members-at-large. This body shall be elected and announced at the AGM, excepting those circumstances where a position has been left vacant, or, a member requests to join before the next AGM. This body will not exceed 11 members, excepting the Chairs of Committees.
Immediate Family:	Immediate family is usually defined as one's spouse, parents, grandparents, children, grandchildren, siblings and immediate in-laws (mother-in-law, father-in-law, brother-in-law and sister-in-law). Adopted children and stepchildren also count as immediate family members.
Minutes:	The record of the agenda, attendance, and actions of a meeting. The actions will have two components: first, the information presented by any member pertaining to any decisions; second, the method and results of any decisions made at the meeting.
Politic/political:	The involvement of community members in decisions that pertain to the spending of public money, actions of city council, and issues that affect the population and the physical landscape.
Residential Unit:	A single private dwelling, i.e. house, apartment, rented room.
Term:	One year defined by the time between two Annual General Meetings. This will be from November to the following October.