

CONSTITUTION

EMERALD WOODS RESIDENTS' ASSOCIATION

ARTICLE 1 – NAME

The **name** of the organization shall be **Emerald Woods Residents' Association**, hereinafter referred to as the EWRA.

ARTICLE 2 – AREA OF SERVICE

The boundaries of the area served by the EWRA referred to as “the community known as Emerald Woods” are as follows:

1. South of Bridle Path Drive;
2. Trappers Road East Side from Bridle Path Drive to Wyldewood St;
3. East of the NCC forest boundary from Wyldewood St to the NCC farm boundary;
4. North of the NCC Farm;
5. West of Albion;

ARTICLE 3 – PURPOSE

The goals and objectives of the EWRA are:

1. To organize and operate recreational events for the residents of the community.
2. To organize and operate social events for the residents of the community.
3. To make representations on municipal matters that affect the community.
4. To maintain a neighbourhood directory.
5. To communicate with residents on issues, events and other matters of concern and interest.

ARTICLE 4 – MEMBERSHIP

Membership in the EWRA is open to all residences in the community known as Emerald Woods. Each residence that has paid its membership dues is a member of the association in good standing.

ARTICLE 5 – OFFICERS

There shall be a minimum of five elected Officers these being the **President**, the **Vice-President**, the **Past President**, the **Secretary** and the **Treasurer**.

To be eligible to run for President, an individual must have previously served at least one year on the Executive Committee.

All Officers shall remain in office for a term of two years from the close of the meeting at which he/she was elected or acclaimed until the close of the next election meeting, unless he/she resigns or is removed from office for due cause by a vote of the membership.

ARTICLE 6 - EXECUTIVE COMMITTEE

The **Executive Committee** shall be composed of all **elected or acclaimed Officers** as noted in ARTICLE 5, and between four and up to eight additional members (“Executive Committee Members”).

Members of the Executive should be also Members of the Association. To be Member of the Executive, one should attend at least five of the Executive meetings.

The Executive Committee shall take the initiative in suggesting policies and activities for the benefit of the general membership. The Executive Committee, under the supervision of the Officers, is responsible for the management of the affairs of the EWRA between Annual General Meetings.

The Executive Committee shall meet at least six times a year. Executive Committee Meetings shall be held at the call of the President, or at the request of at least three of its members. Only members of the Executive Committee, as

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defined in ARTICLE 6 may participate and vote in Executive Committee Meetings, although other members may attend with prior notification to the Executive Committee.

ARTICLE 7 - DUTIES & RESPONSIBILITIES OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

The **President** shall be responsible for the overall management of the EWRA in accordance with this Constitution, for presiding at Annual General Meetings and at Executive Committee Meetings, and for representing the EWRA to Municipal Government and elsewhere as required. The President shall be responsible for: calling meetings, establishing agendas, keeping informed on subjects submitted for discussion, guiding discussion at meetings, and ensuring proper meeting procedures are followed. The **President** will continue as **Past President** following completion of his/her term. Should the President resign or be removed from office, the Vice-President shall assume the President position for the duration of the term. The Executive Committee shall appoint a new Vice-President from among the Executive Committee.

The **Vice-President** shall fulfill the duties of the President when the President is temporarily absent or unable to perform the duties of the office, and is responsible for any specific duties assigned by the President, the Executive Committee or general membership.

The **Past President** shall fulfill the duties of the **President** when the President and the Vice-President are temporarily absent and is responsible for any specific duties assigned by the President, the Executive Committee or general membership.

The **Secretary** shall be responsible for meeting notices, agendas, minutes of meetings, correspondence and other communications, and distribution of such documentation and maintaining records of the activities of the organization. The Secretary shall record the names of people willing to serve on Executive Committee.

The **Treasurer** shall be responsible for the care and custody of the financial assets of the Organization, and for making payments for approved expenses incurred by the organization. The Treasurer shall be responsible for the preparation of financial reports for the Annual General Meetings as well as for Executive Committee Meetings.

A member of the Executive Committee shall be appointed to lead the preparation of the EWRA Newsletter for publication and distribution. The Newsletter shall be published twice yearly.

A member of the Executive Committee shall be appointed to maintain the EWRA website with assistance provided by the Secretary and/or any other appointed members.

A member of the Executive Committee shall be appointed to lead the organization of social events in the community including, but not necessarily limited to the Annual Adults Christmas Party and Children's Christmas Party.

A member of the Executive Committee shall be appointed to lead the organization of recreational events in the community including, but not necessarily limited to the May Day in the Park Festival.

All Executive Committee members shall make best efforts to assist the Officers and appointed members in the execution of their duties.

ARTICLE 8 – EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall hold regular meetings through the calendar year. Any member of the EWRA, as defined in ARTICLE 4, may attend any meeting of the Executive Committee with proper notice to the President.

Non-members or persons from the community at large may be invited to attend an Executive Committee Meeting at the discretion of the Executive Committee.

Executive Meetings shall normally be held monthly except during the summer months. At least **six meetings** shall be held during the calendar year. All Executive Meetings of the EWRA shall be held at the homes of Executive Committee members on a rotational basis.

A Notice of **Executive Meeting** shall normally be given **five days in advance** of the meeting via email to the Executive Committee members. Agenda items should be submitted to the President prior to the date of the meeting.

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A quorum of the Executive Committee shall **include at least two Officers**.

Minutes of meetings shall be prepared by the **Secretary** and approved by the **Executive Committee**.

ARTICLE 9 – ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held every year in October or November for the purposes of hearing the reports of the Officers and Executive Committee, including a financial statement by the Treasurer. Election of Officers and other members of the Executive Committee will be held at the Annual General Meeting on a bi-annual basis.

A **Special General Meeting** may be called when deemed necessary by the Executive Committee to deal with a specific issue. A Special General Meeting shall be called when the Executive Committee is petitioned in writing by at least ten members to hold a meeting to deal with a specific issue. Notice will be given by means of a Notice of Special General Meeting and distributed to all members at least five days in advance of the meeting.

ARTICLE 10 – ELECTIONS

Officers and Executive Committee members shall be elected by the membership at the Annual General Meeting for a two-year term.

Officers and Executive Committee members shall be elected for a two-year term. Officers and Executive Committee members shall not hold the same position for more than four consecutive terms unless approved by the Executive Committee.

Vacancies may be filled at any time by the Executive Committee.

At the last Executive Meeting prior to the Annual General Meeting, the President shall confirm which Executive Members are willing to be nominated. Where vacancies occur, the Executive shall seek out candidates to fill the positions. The President shall table the list of nominees at the Annual General Meeting.

Further nominations may be made by any member from the floor at the Annual General Meeting. Individuals nominated from the floor must be present at the Annual General Meeting to accept the nomination, or have previously indicated to the President their willingness to accept a nomination.

To be elected, any candidate must obtain the approval of a simple majority of the members present at the meeting.

If only one person is nominated for an Officer or Executive Committee position, that person may be acclaimed in witness of those present at the Annual General Meeting.

The Secretary shall record the names and contact information of people willing to serve on the Executive Committee.

ARTICLE 11 – FINANCES

The financial year of the EWRA shall be the Calendar Year.

The Treasurer shall present a report on finances at each Annual General Meeting.

All expenditures in excess of \$50.00 (fifty dollars) must be approved by a quorum of the Executive Committee. Expenses under \$50.00 may be approved by the President, Vice-President or Treasurer.

Cheques issued on behalf of the EWRA shall be signed by two of the following Officers: President, Vice-President, Secretary or Treasurer.

ARTICLE 12 - RULES OF ORDER

The EWRA shall operate by consensus. If no consensus can be reached, decisions will be made by majority vote.

The conduct of the Annual General Meetings should follow the principles of **Roberts' Rules of Order**.

ARTICLE 13 – AMENDMENTS

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Amendments to this Constitution may be proposed by any member as defined in ARTICLE 4 above.

Amendments must be proposed in writing, seconded in writing by another member, and submitted to the Executive Committee at least ten days prior to an Annual General Meeting.

No amendments to the Constitution shall be accepted from the floor at any meeting.

Approval of any proposed amendment shall require a two-thirds majority vote in favour from those present and eligible to vote at the Annual General Meeting.

All amendments shall become effective immediately after they are passed unless otherwise specified in the amendment.

ARTICLE 14 – VOTING

Where decision cannot be reached by consensus, the following procedures shall apply to the voting process:

Each member as defined in ARTICLE 4 above shall have one vote at an Annual General Meeting and in all elections. No proxy votes will be permitted.

Voting shall normally be by show of hands, unless the call for a secret ballot is approved beforehand by the Executive Committee. Election voting shall be by secret ballot.

Each member of the Executive Committee shall have one vote at Executive Committee Meetings.

Approval of all motions shall require a simple majority of votes cast, unless otherwise stated in this Constitution.

Approved by The EMERALD WOODS RESIDENTS ASSOCIATION at the Annual General Meeting held on the 31st day of January 2022.

ORIGINAL COPY OF THIS DOCUMENT HAS BEEN SIGNED BY THE EWRA PRESIDENT AND SECRETARY

President

Secretary